



IN Chinook / Chinook RI (IRCC)

From: IN Chinook / Chinook RI (IRCC)
 Sent: September 27, 2021 3:20 PM
 To: Harrison Kevin; Clark Trevor; Daponte Andie; Karkaria Zal; Mpaka Manzi-Serge; Rushton Robin-Leah; Wong Mark; Cantin Marco; Gilles Raymond; Alexis Fernandez; Brocard Laurence; Caliste Dominique; Falconer Chris; Marcoux Louis; Dufour Marthe; Doucet Martin;
 Froberg Alyssa; Cornie Georgina; Kallaz Jacqueline; Morin Lucelle Jean Simon; Brousseau Jessica; Célestin Jonathan; Lee Joseph; Vandenillaart Julie; Montgomery Karlyne; Sparks Laura; Law Joseph; Ribeiro Luis; Triantafyllou Thomas; Lee Timothy; Landry Tyler; DiRienzo Vanessa
 Cc: IN SPD / PPS RI (IRCC); Bishop Kelli; J. Officer / J. Officer (IRCC); IN Chinook / Chinook RI (IRCC)
 Subject: Release Chinook TR Module 1 (version 2.3) / une nouvelle version du Chinook RT Module 1 (version 2.3)

ENGLISH **FRANCAIS***



Hello Chinook Experts:

Please distribute to all Chinook users

A new version of Chinook TR Module 1 (version 2.3) is now available as of September 27, 2021, in GCDocs. Please find below the relevant links for setup and support for your Mission.

Update:

The new version includes functionality to filter TRVs based on date received. Chinook users must double click on the "Date Received" input text to enter the date since this is not a drop-down option. This was the quickest way to implement the date input without breaking the other filter functionality. In Chinook 1.5 the

Set up Instructions:

1 - You will need to download the latest version TR Module 1 version 2.3 [HERE](#). You must replace the older versions currently installed at your mission. A reminder that you can always verify the version number by hovering over cell B1.

Please forward this message to everyone in your region using TR Module 1 and provide them with assistance as necessary.

Support:

Please send an email to the IN Chinook mailbox (IRCC.INChinook-ChinookRI@IRCC@cic.gc.ca) if you have any questions or if you encounter further errors at your mission please be sure to paste the Error Report Template below into an email.

Chinook Error Reporting

Email to: IRCC.INChinook-ChinookRI@IRCC@cic.gc.ca

| | |
|---|--|
| User Name | |
| IRCC Office Location | |
| Which Chinook module? | |
| Which Office build (eg. 2010; 2013; 2016) and version number of the Chinook module? | |
| Which Chinook modules were running at the same time? | |
| Brief description of event. (what user was doing when issue occurred) | |
| Screenshots (if possible) | |
| Which version of Windows? | |
| Which version of Office? | |
| Other details? | |

Thank you in advance for your collaboration!

Andie DaPonte
 Director, INOM
 IN Chinook



Bonjour les experts de Chinook,

Veillez distribuer à tous les utilisateurs de Chinook

Une nouvelle version de Chinook RT Module 1 version (2.3) est maintenant disponible depuis le 27 septembre 2021 dans GCDocs. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

Mise à jour

La nouvelle version inclut une fonctionnalité permettant de filtrer les VRT en fonction de la date de réception. Les utilisateurs de Chinook doivent double-cliquer sur « Date Received » (date reçue) pour entrer la date puisque ce n'est pas une option de menu déroulant. C'était la façon la plus rapide de mettre en œuvre la date entrée sans nuire à l'autre fonction de filtre. Dans le Chinook 1.5,

Instructions d'installation

1 - Vous devez télécharger la dernière version RT Module 1 version 2.3 [ICI](#).

Vous devez remplacer les anciennes versions actuellement installées dans votre mission. Un rappel que vous pouvez toujours vérifier le numéro de version en survolant la cellule B1.

Les instructions se trouvent dans la capture d'écran ci-dessous.

Veillez transmettre ce message à toute personne de votre région qui utilise RT Module 1 et lui fournir l'assistance nécessaire.

Soutien

Veillez envoyer un courriel à la boîte générale de Chinook (IRCC.INChinook-ChinookRI@IRCC@cic.gc.ca) si vous avez des questions ou, si vous relevez d'autres erreurs dans votre mission, veuillez-vous assurer d'utiliser le modèle de rapport d'erreur ci-dessous dans un courriel.

Rapport d'erreur liée à Chinook

Envoyez un courriel à : IRCC.INChinook-ChinookRI@IRCC@cic.gc.ca

| | |
|---|--|
| Nom d'utilisateur | |
| Emplacement du bureau d'IRCC | |
| Quel module de Chinook? | |
| Quelle version de MS office (ex., 2010; 2013; 2016) et quel numéro de version du module de Chinook? | |
| Quel(s) modules de Chinook utilisé(s) en même temps? | |
| Brève description de l'événement (ce que l'utilisateur faisait lorsque l'erreur a eu lieu) | |
| Captures d'écran (si possible) | |
| Quelle version de Windows? | |
| Quelle version de Office? | |
| D'autres détails? | |

Merci à l'avance de votre collaboration!

Andie DaPonte
 Directeur, OMRI
 RI - Chinook

| | |
|--|--|
| | |
|--|--|

s.17

s.21(1)(a)

s.21(1)(b)

IN Chinook / Chinook RI (IRCC)

| | | | | | | | | | |
|-----------------|---|--|---|---|--|--|--|--|--|
| From: | IN Chinook / Chinook RJ (RCC) | | | | | | | | |
| Sent: | December 29, 2021 12:41 PM | | | | | | | | |
| To: | RCC F Missions / Missions F (RCC.) Grouseau Jessica, Celestin Jonathan, Billouard Raymond, Christian Owen Steve T. Vandenberg Julie L. Triantafyllou Thomas T. Lee Timothy, Landry Tyler. | Calleste Dominique; Falconer Chris, Poirier Florent; Froberg Myzoe, Connie Georgina; Hiberto Luis Marquez Louis, Dufour Marthe, Doucet Martin J. D'Rienzo Vanessa, Santin Marco | Kalliz Jacqueline; Justin Jason, Marin Isabelle Jean Simon; Kuwono Prosper, Raulton Samuel Crawford; Clark Trevor, Daspoite Andre; | Ferdinand Alexis; Hickey Donna; Karkaria Zal; | | | | | |
| Cc: | Rushion Robin-Leah, Wong Mark IN Chinook / Chinook RJ (RCC) / IN INDOM / OMRI RJ (RCC), JL Officer / JL Officer (RCC) Release - Chinook - version 4.8.44 / Mise en place- Chinook, JL version 4.8.44 | | | | | | | | |
| Subject: | | | | | | | | | |

ENGLISH



Hello Chinook Experts:

Please distribute to all Chinook + users

A new version of Chinook+ Excel (version 4.8.44) is now available as of December 29, 2021, in GCDocs. Please find below the relevant links for setup and support for your mission.

Update:

Chinook+ Excel (version 4.8.44) uses an _____ of the case annotations _____. The control access using _____s to prevent unauthorized access to protected B client data, privacy breaches, and to be compliant with the Government of Canada Standards on _____

Set up Instructions:

You must download the most recent version Chinook+ Excel version 4.8.44 from the link below:

- **Chinook - Module 3- Viewer - O13 Build.xlsb**
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/374541743>
The MS Office 2013 release version of Chinook + (version 4.8.44)
- **Chinook - Module 3- Viewer - O16 Build.xlsb**
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/389952820>
The MS Office 2016 release version of Chinook + (version 4.8.40)

Report Installation date:

Submit the installation date for your mission via email to the IN Chinook mailbox (IRCC.INChinook-ChinookSI@RCC.gc.ca) by **January 7**.

Support:

If you require additional support, please send an email to the IN Chinook mailbox (IRCC.INChinook-ChinookRI@IRCC@cit.gc.ca).

Thank you in advance for your collaboration,

Andie DaPonte
Director - INOM
International Network

FRANCAIS



■ Bonjour les experts de Chinook :

Veuillez distribuer à tous les utilisateurs de Chinook+

Une nouvelle version de Chinook+ Excel (version 4.8.44) est maintenant disponible dans GCDocs à partir du **29 décembre 2021**. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

Mise à jour :

Chinook+ Excel (version 4.8.44) utilise de
des annotations de cas. Le contrôle de l'accès avec les clés des interfaces permet d'éviter
l'accès non autorisé aux données protégées B des clients, les violations de la vie privée et d'être conforme
aux normes du gouvernement du Canada pour

Instructions d'installation :

Vous devez télécharger la version la plus récente de Chinook+ Excel version 4.8.44 à partir du lien ci-dessous :

- **Chinook - Module 3- Viewer - O13 Build.xlsb**
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/37454743>
La version MS Office 2013 de Chinook+ (version 4.8.44)
- **Chinook - Module 3- Viewer - O16 Build.xlsb**
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/389952820>
La version MS Office 2016 de Chinook+ (version 4.8.44)

Signaler la date d'installation :

Soumettre la date d'installation de votre mission par e-mail à la boîte Chinook RI IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca) l'avant le **07 janvier**.

Soutien :

Si vous avez besoin de soutien supplémentaire, veuillez contacter la boîte Chinook R (IRCC.INChinook-ChinookRI.RCC@ic.gc.ca).

..... Merci d'avance pour votre collaboration.

Andie DaPonte
Directeur - OMRI
Réseau international

Logan.Sara

From: IN Chinook / Chinook RI (IRCC)
Sent: September 22, 2021 4:18 PM
To: Harrison.Kevin; Clack.Trevor; Daponte.Andie; Karkaria.Zal; Mpaka.Manzi-Serge; Rushton.Robin-Leah; Wong.Mark; Alexis Fernandez; Alissar Ribahi; Brocard.Laurence; Calixte.Dominique; Falconer.Chris; Morin Lacelle.Jean Simon; Celestin.Jonathan; Lee.Joseph; Vandentillaart.Julie; Montgomery.Karyne; Sparks.Laura; Law.Joseph; Ribeiro.Luis; Marcoux.Louis; Kuwonu.Prosper; Raitton.Samuel-Crawford; Raymond.Christian; Landry.Tyler; DiRienzo.Vanessa; Cantin.Marco;
Cc: IN SPD / PPS RI (IRCC); Bishop.Keri; IN Chinook / Chinook RI (IRCC)
Subject: Release - Chinook+ version 4.8.40 / Mise en place- Chinook+ version 4.8.40

ENGLISH



Hello Chinook Experts:

Please distribute to all Chinook + users

A new version of Chinook+ Excel (version 4.8.40) is now available as of September 22, 2021, in GCDocs. Please find below the relevant links for setup and support for your Mission.

Update:

Application [redacted] are now added to the [redacted], providing a quick summary of [redacted] etc. from the applicant's UCI and/or application in GCMS.

Set up Instructions:

You need to download the most recent version **Chinook+ Excel version 4.8.40** from the link below:

Chinook - Module 3- Viewer – office 2013

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/374541743>
The MS Office 2013 release version of Chinook + (version 4.8.40)

Chinook - Module 3- Viewer – office 2016

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/389952820>
The MS Office 2016 release version of Chinook + (version 4.8.40)

Please forward this message to anyone in your region who is using Chinook+ Excel and provide them with assistance as necessary.

SUPPORT:

FRANCAIS



Bonjour les experts de Chinook,

Veillez distribuer à tous les Chinook+ utilisateurs

Une nouvelle version de Chinook+ Excel (version 4.8.40) est maintenant disponible dans GCDocs à partir du 22 septembre 2021. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

Mise à jour :

[redacted] de la demande ([redacted]) sont maintenant ajoutées à la colonne « [redacted] », ce qui permet de présenter un résumé rapide [redacted] etc. trouvés dans l' IUC du requérant et/ou de sa demande dans le SMGC.

Instructions d'installation :

Vous devez télécharger la version la plus récente de **Chinook+ Excel version 4.8.40** à partir du lien ci-dessous :

Chinook - Module 3- Viewer – office 2013

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/374541743>
La version MS Office 2013 de Chinook+ (version 4.8.40)

Chinook - Module 3- Viewer – office 2016

- o <https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/389952820>
La version MS Office 2016 de Chinook+ (version 4.8.40)

Veillez transférer ce message à toute personne dans votre région qui utilise Chinook+ Excel et lui fournir l'aide nécessaire.

Soutien :

If you require additional support, please send an email to the IN Chinook mailbox
(IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Thank you in advance for your collaboration!

Andie DaPonte, Director
International Network Optimization and Modernization
NHQ – International Network

Si vous avez besoin de soutien supplémentaire, veuillez envoyer un courriel à la boîte Chinook RI
(IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Merci d'avance pour votre collaboration!

Andie DaPonte
Directeur, OMRI
RI Chinook

IN Chinook / Chinook RI (IRCC)

From: IN Chinook / Chinook RI (IRCC)
Sent: May 18, 2021 10:24 AM
To: Raymond.Christian; [REDACTED]
[REDACTED]@international.gc.ca; Rafoss.Katherine; Sparks.Laura; [REDACTED]
Cc: Daponte.Andie; Rushton.Robin-Leah; [REDACTED] Karkaria.Zal; IN Chinook / Chinook RI (IRCC)
Subject: Release - Chinook+ installation Instructions / Mise en place - Les instructions d'installation de Chinook+

ENGLISH

FRANCAIS



Dear Colleagues,

Thank you for your interest in Chinook+. Please find below the relevant links for setup and support for your Mission.

Set up Instructions:

The Chinook+ Production Release folder is now setup as follows:

- Data – Folder for the data files required for Chinook Module 3+
 - Schema.ini – File required to read the data necessary for Chinook Module 3+
- Mod3+ – Folder for the release versions of Chinook Module 3+
 - Chinook - Module 3- Viewer - O16 Build.xlsm – The MS Office 2016 release version of Chinook Module 3+ (currently version 4.8.37)



Chers collègues,

Merci de l'intérêt que vous portez à Chinook+. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le support à votre mission.

Instructions d'installation :

Le dossier de la version de production de Chinook+ est maintenant configuré comme suit:

- Data – Dossier des fichiers de données requis pour le module 3+ de Chinook.
 - Schema.ini – Fichier requis pour lire les données nécessaires au Module 3+ de Chinook
- Mod3+ – Dossier des versions de libération du Module 3+ de Chinook
 - Chinook - Module 3- Viewer - O16 Build.xlsm – La version MS Office 2016 du Module 3+ de Chinook (actuellement version 4.8.37)

- Documentation – Folder for the User manual
 - Chinook Mod+ User manual

Support:

Please send your questions for onboarding Chinook+ to the IN Chinook mailbox (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Thank you in advance for your collaboration!

Andie DaPonte
Director, INOM
IN Chinook

- Documentation – Dossier du manuel de l'utilisateur
 - Manuel de l'utilisateur Chinook Mod+

Soutien :

N'hésitez pas à envoyer vos questions concernant l'intégration de Chinook+ à la boîte de réception RI Chinook (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Merci d'avance pour votre collaboration!

Andie DaPonte
Directeur, OMRI
RI Chinook

Hickey.Donna

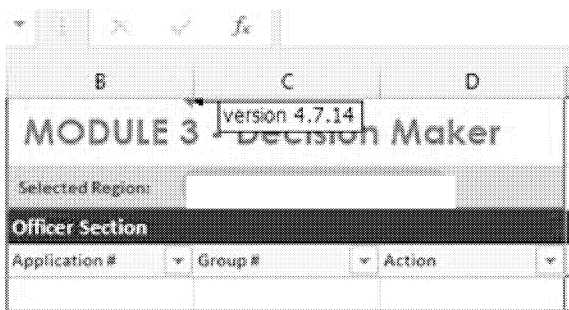
From: IN Chinook / Chinook RI (IRCC)
Sent: December 16, 2019 8:27 AM
To: [REDACTED] Catana.Lisa;
'Christian.Raymond@international.gc.ca';
Clack.Trevor; Daponte.Andie; [REDACTED]
[REDACTED] @international.gc.ca'; Kedney-
Bolduc.Lydia; Manhas.Davinder; [REDACTED]
[REDACTED] Pearson.Ryan;
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
'Alissar.Ribahi@international.gc.ca';
Amirault.Chantal;
[REDACTED] @international.gc.ca';
'[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
'Christian.Raymond@international.gc.ca';
Creaco.Cassidy; Dagenais.Bobby; [REDACTED]
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca'; Gullins.Sarah;
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
Landry.Tyler; [REDACTED] Lee.Joseph;
[REDACTED] @international.gc.ca';
Montgomery.Karyne; Morin Lacelle.Jean Simon;
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
[REDACTED] @international.gc.ca';
[REDACTED] Valdes.Jacqueline

Subject: Major release of Chinook Module 3 - Dec. 16th, 2020
Attachments: Setting up a Chinook Testing Lab Folder_Nov2019.docx

Hello Chinook Experts:

We are ready for the next major release of Chinook Module 3 that will resolve several issues raised by offices globally. This version has been tested in _____ and is an improvement over current versions.

The version you **MUST** update to is **4.7.16**. You must replace the older versions currently installed at your missions (4.7.14). A reminder that you can verify the version number by hovering over cell B1.



Note that with this release, we have also provided a reference document for creating a Chinook testing folder. Depending on the size of the IRCC office and other factors, the Chinook Area Expert may want to test the updated version of Module 3 with a limited number of users/workstations. This will allow the expert to confirm that the tool is working correctly without risking disrupting their office's productivity should there be a fault. Once the expert is satisfied with stability, the tool update can then be rolled out to more users. See the attached document for more details.

Main updates in this latest version:

- **CRITICAL UPDATE** - Applications must now be entered using the '_____' button _____. We have removed the functionality to add/remove applications directly in the Viewer worksheet so as to combat reported crashes related to navigating the worksheet. Unfortunately, users can no longer _____

- A timeout (30 seconds) for the [redacted] has been added to attempt to eliminate issues related to the [redacted]
- Multiple build versions have been created (MSOffice 2010; MSOffice 2013; MSOffice 2016) with updates to the [redacted] to open the appropriate version in Read Only mode. This helps prevent crashes associated with a version of Mod 3 which is different to the user's installed version of MS Office.
- Added the extra column [redacted] to the Schema.ini file.

FILES TO DOWNLOAD:

1) Updated Module 3 (version 4.7.16)

There are versions compiled for each version of MSOffice as follows:

- MSOffice 2010 – Chinook - Module 3- Viewer.xlsb
- MSOffice 2013 – Chinook - Module 3- Viewer - O13 Build.xlsb
- MSOffice 2016 – Chinook - Module 3- Viewer - O16 Build.xlsb

Note: In order to ensure all users in your office can access Module 3, please download all three build files. Once these are properly installed, the updated [redacted] will automatically select the correct build of Module 3 depending on the workstation's installed Windows/Office versions.

Download location for Module 3 (all builds)

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249816138&objAction=browse&viewType=1>

2) Updated [redacted] versions 1.1)

You must replace the older [redacted] version currently installed at your mission. With [redacted] version 1.1, you can now verify the version number by hovering over cell B1.

Download location for [redacted] (version 1.1):

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249805122&objAction=browse&sort=name&viewType=1>

3) Updated Schema.ini

The updated Schema.ini MUST be place in the data folder (same location as Mod3.xlsb):

Download location for Schema.ini:

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249808563&objAction=browse&viewType=1>

4) Daily Data Downloads

A reminder that the zip folder that your office downloads daily will contains 4 files.

1. [NAME OF REGION] – Mod 3-Cols.csv
2. [NAME OF REGION] – Mod 3-Hist.csv
3. Mod 3.xlsb
4. Mod 5.xlsb

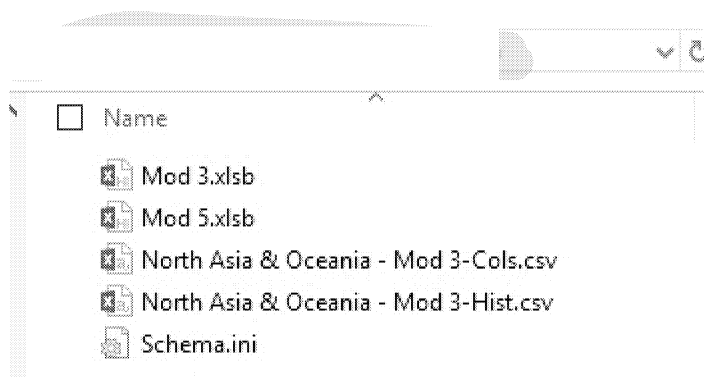
Download location for regular Mod 3 – Daily Data Downloads:

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=207063780&objAction=browse>

Folder Structure:

Reminder of what your folders will look like:

Your data folder should contain the Mod3.xlsb (replace the old one), plus your region's that you update daily.
 The sample data is what we have in our region, but yours will be your regions csv files



FINAL IMPORTANT INSTRUCTIONS:

Once you have downloaded the new Module 3 (4.7.16) builds and replaced the old version(s), the initial user MUST open Module 3, set the datapath (point it at the folder), set the region and then close SAVE and CLOSE. Furthermore, the initial user MUST do this step for each of the different builds corresponding to the MSOffice versions used in your IRCC workplace from a workstation which has that build of MSOffice installed.

Eg. has users on both MSOffice 2016 and MSOffice 2010. Therefore, after downloading the files into the appropriate file locations, the initial user would open MSOffice 2010 – Chinook - Module 3- Viewer.xlsb on a workstation running MSOffice 2010 and set the data path and region before clicking SAVE and CLOSE. Next, the initial user would open MSOffice 2016 – Chinook - Module 3- Viewer - O16 Build.xlsb on a workstation running MSOffice 2016 and set the data path and region before clicking SAVE and CLOSE.

Users should always access Chinook Module 3 (in fact, all modules) using the as it verifies and ensures that the correct read-only version of the tool is opened based on the installed version of Office. Furthermore, in order to avoid instability with the Chinook processing suite, users should turn off whenever possible. For more information on see the Microsoft article

Please forward this message to anyone in your region who is using Module 3 and provide them with assistance as necessary.

For error reporting, please be sure to paste the Error Reporting Template below into an email and send to IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca.

Thanks and Happy Chinooking,

s.17

Hickey Dennis

From: IN Chinook / Chinook RI (IRCC)
Sent: January 21, 2022 10:50 AM
To: Briebois Eve; Brousseau Jessica; Jewett Natalie; Celestin Jonathan; Crawford Gillis Raymond; Raymond Christian; Leah Wang Mark; IRCCF Missions / Missions FIRC; IN Chinook / Chinook RI (IRCC); IN INOM / OMRI RI (IRCC); Release - Chinook Module 1 version 2.4 / Mise en place - module 1 version 2.4 de Chinook
Cc: Hickey Edward; Kalfetz Jacqueline; Yustin Jason; Morin Lucille; Jean Simon; Kuwono Prosper; Ralston Samuel; Gillis Raymond; Daponte Andie; Fernandez Alexis; Hickey Dennis; J.L. Officer / J.L. Officer (IRCC); Rualston Robin
Subject: Release - Chinook Module 1 version 2.4 / Mise en place - module 1 version 2.4 de Chinook



Hello Chinook Experts:

Please distribute to all Chinook Module 1 users

A new version of Module 1 Excel (version 2.4) is now available as of **January 21, 2022** in GcDocs. Please find below the relevant links for setup and support for your mission.

Update:

Major changes to the functionality of the

- **MultiSelect:**
Added the ability to select multiple values from the dropdown
- **default values:**
Previously, the default setting for the

Now the default value includes

Set up Instructions:

You must download the most recent version **Module 1 Excel (version 2.4)** from the link below. A reminder that you can always verify the version number by hovering over cell B1.

- o **TR Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)
- o **PR Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)

Report Installation date:

Submit the installation date for your mission via email to the IN Chinook mailbox (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca) by **January 28**.

Additional Updates :

While the "Approved DLI" list continues to be published and is available to the public, the onus is now on the client to verify that they are permitted to travel to Canada (*approved - a DLI with a COVID-19 readiness plan approved by the province or territory where the school is located*). As such, the presence or lack of an approved DLI is not a reason to prioritize, delay, or refuse the issuance of a permit or visa. Therefore, IN Chinook is recommending that Module 1

| Criteria ID | Criteria |
|-------------|----------|
| | |

Affected activities:

| ID | Appl.OBName | Priority_ID |
|----|-------------|-------------|
| | | |

Pre-existing activities, such as and among others, will catch ;

Set up Instructions: performed by an Administrator

Refer to Pages 16-17 in the Chinook User Guide, located here: **Chinook User Guide - M1 October 2020.pdf**
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/381916738>

For Activity ; , this only needs to be renamed. This can be done in the

Please forward this message to anyone in your region who is using Module 1.

Support:

If you require additional support, please send an email to the IN Chinook mailbox (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Thank you in advance for your collaboration,



Bonjour les experts de Chinook :

Veillez distribuer à tous les utilisateurs de Chinook Module 1

Une nouvelle version de module 1 Excel (version 2.4) est maintenant disponible dans GcDocs à partir du **21 janvier 2022**. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

Mise à jour :

Changements majeurs à la fonctionnalité du filtre <> :

- **Multi-Sélection :**
Ajout de la capacité de sélectionner plusieurs valeurs dans le menu déroulant <>
- **Valeurs par défaut <> :**
Auparavant, la valeur par défaut pour le filtre

Désormais, la valeur par défaut contient

Instructions d'installation :

Vous devez télécharger la version la plus récente de **module 1 excel (version 2.4)** à partir du lien ci-dessous. Un rappel que vous pouvez toujours vérifier le numéro de version en survolant la cellule B1.

- o **RT Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)
- o **RP Chinook – Module 1 (version 2.4)** - [Chinook - FMS](#)

Signaler la date d'installation :

Soumettre la date d'installation de votre mission par e-mail à la boîte Chinook RI (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca) l'avant le **28 janvier**.

Mises à jour additionnelles

La liste « EED approuvé » continue d'être publiée et demeure accessible au public; toutefois, il incombe maintenant au client de vérifier s'il est autorisé à voyager au Canada (*approuvé – EED disposant d'un plan de préparation à la COVID-19 approuvé par la province ou le territoire où il est situé*). Par conséquent, la présence ou l'absence d'un EED approuvé ne constitue pas une raison de prioriser, de retarder ou de refuser la délivrance d'un permis ou d'un visa.

RI Chinook recommande donc que les activités du module 1

| ID du critère | Critère |
|---------------|---------|
| | |

Activités affectées :

| ID | Appl.OBName | Priorité_ID |
|----|-------------|-------------|
| | | |

Les activités préexistantes, comme « entre autres, captureront ou entre autres, captureront

Instructions d'installation : effectuées par un administrateur

Consultez les pages 16-17 du manuel de l'utilisateur de Chinook, situé ici : **Chinook – Manuel de l'utilisateur – M1 octobre 2020.pdf**
<https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/381916738>

Pour l'activité ; il suffit de changer le nom. Pour ce faire, il faut aller à l'onglet

Veillez distribuer ce message à toute personne de votre région qui utilise le module 1.

Soutien :

Si vous avez besoin de soutien supplémentaire, veuillez contacter la boîte Chinook RI (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Merci d'avance pour votre collaboration,

Andie DaPonte

| | |
|---|--|
| Andie DaPonte Director - INOM International Network | Directeur - OMRI Réseau international |
|---|--|

Hickey.Donna

From: IN Chinook / Chinook RI (IRCC)
Sent: October 19, 2020 12:55 PM
To: IRCC.F CN DGO / BDG RC F.IRCC; IRCC.F DN DGO / BDG RN F.IRCC; CIC-IR-IPMs-List; IRCC.F IN Area Directors / Directeurs de Zone RI F.IRCC; IRCC.F IN International / Internationale RI F.IRCC
Cc: IRCC.F IN Optimization Modernization / Modernisation Optimisation RI F.IRCC; IN Chinook / Chinook RI (IRCC); IN DGO Mailbox / Boîte BDG RI (IRCC); IRCC.F IN Directors / Directeur RI F.IRCC; Catana.Lisa; Clack.Trevor; Daponte.Andie; Parkinson.Joshua; Karkaria.Zal; Kedney-Bolduc.Lydia; Mpaka.Manzi-Serge; Rushton.Robin-Leah; Oickle.Natasha
Subject: INT-2020-050: GCMS Release 24 - new tabs - Chinook and Chinook Activities / Version du SMGC 24 - nouveaux onglets - Chinook et les activités de Chinook

Le français suit...

Dear colleagues,

Chinook/GCMS Release 24 - new tabs - Chinook and Chinook Activities

As of R24 all GCMS decision-makers will notice two new Chinook tabs in GCMS – Chinook and Chinook Activities. These new tabs are the culmination of months of work by the Journey Lab, with support from the Integrated Network and IT Operations.

Once operationally ready, the GCMS Chinook tab will be used in conjunction with the new version of Chinook Module 3 (known as Chinook +) which will allow the user to import information from Chinook+ directly into the GCMS Chinook tab, and automate multiple administrative tasks.

These new tools are expected to have a positive impact on TR processing efficiency, and have now been expanded to support the following lines of business: TRV, SP, WP, WP-EXT, SP-EXT.

Please be advised that no decision-makers should use these tabs until further notice, unless invited to do so.

Essential testing using Chinook+ and the GCMS Chinook Tab with live files is ongoing. Going forward, the Journey Lab will be inviting individual offices to participate in GCMS Chinook tab testing and roll-out. Once the testing has completed, these new tools will be released to the wider processing network in a phased rollout.

Thank you in advance for your collaboration!

Andie Daponte, Director

International Network Optimization and Modernization

NHQ – International Network

chers collègues,

Chinook / Version du SMGC 24 - nouveaux onglets - Chinook et les activités de Chinook

Comme de R24 tous les décideurs du SMGC remarqueront deux nouveaux onglets Chinook dans le SMGC – Chinook et les activités de Chinook. Ces nouveaux onglets sont l'aboutissement de plusieurs mois de travail par l'équipe du Laboratoire des processus numériques, avec le soutien de réseau intégré et des opérations de TI.

Lorsque est prêt sur le plan opérationnel, le SMGC onglet Chinook sera utilisé en conjonction avec la nouvelle version du module 3 Chinook (connu sous le nom de Chinook +) qui permettra à l'utilisateur d'importer des renseignements de Chinook+ directement dans le SMGC onglet Chinook, et d'automatiser les multiples tâches administratives.

Ces nouveaux outils devraient avoir une incidence positive sur l'efficacité du traitement de RT, et ont maintenant été élargi pour appuyer les secteurs d'activité suivants : VRT, PE, PT, PT-EXT, PE-EXT.

Veillez prendre note qu'aucun des décideurs devraient utiliser ces onglets jusqu'à nouvel ordre, à moins d'invités à le faire.

Les tests essentiels en utilisant Chinook+ et le SMGC onglet Chinook avec des dossiers est en cours. À l'avenir, l'équipe du Laboratoire des processus numérique sera invitée à participer aux bureaux individuels dans le SMGC onglet Chinook essais et déploie. Lorsque l'essai terminé, ces nouveaux outils seront diffusés à l'ensemble du réseau de traitement dans une mise en œuvre progressive.

Merci à l'avance de votre collaboration!

Andie Daponte, directeur

Optimisation et modernisation du réseau international (OMRI)

AC – Réseau international

Chinook Release History

| Task | Communication | Responsible | Date |
|---|---|----------------|------------------|
| Module 1 and 3/4 Roll-Out Phase One: Incubator Group Missions Abu + Riyadh; Manila [+ Colombo]; Ankara + Bucharest; Paris + Bucharest; London Go Live | Chinook - coming to a Mission near you! 05.25.2018.03.49.19.P M 05.25.2018.03.49.26.PM http://gcdocs2/otcs/cs.exe/ink/377361985 | Incubator Reps | May 18 2018 |
| Module 1 and 3/4 Roll-Out Phase Two: China Network; Mexico; Los Angeles; India Network; Nairobi; Singapore; CPC-O Go Live | Chinook - coming to a Mission near you! 05.25.2018.03.49.19.P M 05.25.2018.03.49.26.PM http://gcdocs2/otcs/cs.exe/ink/377361985 | Area Experts | June 18 2018 |
| Module 1 and 3/4 Roll-Out Phase Three: Go Live | Chinook Release Announcement Friday December | Area Experts | December 7, 2018 |

| | | | |
|--------------------------------------|--|--------------|-------------------|
| | 7 12.05.2018.03.39.46.PM 1 2.05.2018.03.39.47.PM http://gcdocs2/otcs/cs.exe/ink/377357520 | | |
| Module 2 Release Go Live | Chinook - NEW MOD2 VERSION (1.0.2) 10.03.2019.02.12.14. AM 10.03.2019.02.12.32.AM (2) http://gcdocs2/otcs/cs.exe/ink/377412213 | Area Experts | September, 2019 |
| Module 5 Roll-Out Go Live | RE Module 5 release 07.31.2020.11.45.36 .AM 07.31.2020.11.45.37.A M http://gcdocs2/otcs/cs.exe/ink/377376052 | | November 20, 2019 |
| Major Release Module 3 -4 | Major release of Chinook Module 3 - Dec. 16th, 2020 12.16.2019.08.26.53.A M 12.16.2019.08.26.00.AM | Area Experts | December 16, 2019 |

| | | | |
|--|---|--------------|------------------|
| | http://gcdocs2/otcs/cs.exe/link/377356462 | | |
| <i>Mini Release Module 1-3-4</i> | HEADS UP - Minor release of Chinook Module 3 - 06-JUL-2020 07.03.2020.02.25.42.P M 07.03.2020.02.25.43.PM http://gcdocs2/otcs/cs.exe/link/377353032 | Area Experts | July 6, 2020 |
| <i>Release Module 2 vs.14 Inform no Module 6 and Handover to Journey Lab for Chinook 2.0 cloud base product</i> | Chinook 1.0 Excel Tool - Release Module 2 v14 08.26.2020.09.03.23.AM 08.26.2020.09.03.00.AM http://gcdocs2/otcs/cs.exe/link/379636458 | Area Experts | August 26, 2020 |
| <i>Mini Release Module 1 vs. 2.2 and DLI</i> | Chinook - Module 1 Minor Release version 2.2 & Update Daily Data for DLI / Module 1 version mineure 2.2 et mise à jour des données quotidiennes des EED 10.30.2020.05.11.24.P M 10.30.2020.05.11.25.PM | Area Experts | October 30, 2020 |

| | | | |
|---|--|--------------|--------------------|
| | (http://gcdocs2/otcs/cs.exe/link/384002583) | | |
| <i>Release - Chinook+</i> | Release - Chinook+ installation Instructions / Mise en place - Les instructions d'installation de Chinook+ (https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435582448) | All Missions | May 18, 2020 |
| <i>Release - Chinook+ version 4.8.39 / Mise en place - Chinook+ version 4.8.39</i> | Release - Chinook+ version 4.8.39 / Mise en place - Chinook+ version 4.8.39 (https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435585241) | All Missions | July 29, 2020 |
| <i>Release - Chinook+ version 4.8.40 / Mise en place- Chinook+ version 4.8.40</i> | Release - Chinook+ version 4.8.40 / Mise en place- Chinook+ version 4.8.40 (https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435582377) | All Missions | September 22, 2020 |
| <i>Release - Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43</i> | Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43 | All Missions | November 9, 2020 |

| | | | |
|--|---|--|--|
| | https://gcdocs2.ci.gc.ca/otcs/cs.exe/link/435584059 | | |
|--|---|--|--|

Hickey.Donna

From:

Sent:

December 5, 2018 3:40 PM

To:

'l@international.gc.ca';
@international.gc.ca;
@international.gc.ca;
@international.gc.ca;
@international.gc.ca';
@international.gc.ca;

@international.gc.ca';
l@international.gc.ca;
l@international.gc.ca;
@international.gc.ca';
@international.gc.ca';
@international.gc.ca;
@international.gc.ca;
'mourad.zahri@international.gc.ca';
@international.gc.ca;
@international.gc.ca';
David.Rizzo@international.gc.ca;

Daponte.Andie;

Pearson.Ryan; Selinger.Rick; Sanan.Sunil;

Clack.Trevor

Cc:

Jacobs.Oscar; Catana.Lisa

Subject:

Chinook Release Announcement: Friday December 7

Importance:

High



Chinook Release Announcement:

Greetings Chinook Area Experts,

This is an important message, so please read in full and share with your office champions.

Chinook Mod1 (File Management Module)

New versions of the [redacted] will be released on Friday, December 7. There are two versions:

If program support staff work on most of your TR files before an officer sees them, use the ' [redacted]

- Update these files on the first day of the work week.
- The first person to sign in will be set as an administrator. Make sure that this is you!
 - Note: There is no need to send the [redacted] to another mission to have yourself added as admin.
- Your staff will need to log in again when they use the new package. **Staff must log in using their GCMS ID not/not their Signet login.** Once they have signed in, you can set admin privileges as you see fit.
- You will need to add in any [redacted] such as [redacted]. You will also need to [redacted]

Updates:

- Separate student and worker tasks are now available.
- BTE code and transit visa tasks have been updated
- Verification tasks have been updated
- Data from another mission have been removed

Module 1 documentation can be found here: <http://gcdocs2/otcs/cs.exe/Open/249826477>

| <input type="checkbox"/> | Type | Name | |
|--------------------------|--------|------|---|
| <input type="checkbox"/> | Folder | Data | ? |
| <input type="checkbox"/> | Folder | Mod1 | ✂ |
| <input type="checkbox"/> | Folder | Mod2 | ? |
| <input type="checkbox"/> | Folder | Mod3 | ? |
| <input type="checkbox"/> | Folder | Mod4 | ? |
| <input type="checkbox"/> | Folder | Mod5 | ? |
| <input type="checkbox"/> | Folder | Mod6 | ? |

Please contact [redacted] with any questions, comments or concerns on Module 1, or for help with initial setup.

Chinook Mod3 (Officer Decision Maker Module)

There will be a new release to Chinook Module 3 (the decision maker module) on Friday December 7. This version contains numerous updates which are listed at bottom, and **REQUIRE** an update to your folders/data structure.

As the data for Module 3 will also be updated by SIMB over the weekend, you **MUST** update your staff to the updated version otherwise they will encounter data and tool errors. Ensure that ALL staff have deleted old versions of Module 3 and updated their shortcuts...etc.

Ensure that you have contacted **ALL** offices/users in your region who are using this tool and forward this message as needed.

All files must be downloaded directly from GCDocs – we will no longer send them via email.

The documents can be found here: <http://gcdocs2/otcs/cs.exe/Open/249826477>

- The new version of the viewer is located in at [redacted]

s.16(2)(c)

| <input type="checkbox"/> | Type | Name | |
|--------------------------|--------|------|---|
| <input type="checkbox"/> | Folder | Data | ? |
| <input type="checkbox"/> | Folder | Mod1 | ? |
| <input type="checkbox"/> | Folder | Mod2 | ? |
| <input type="checkbox"/> | Folder | Mod3 | ? |
| <input type="checkbox"/> | Folder | Mod4 | ? |
| <input type="checkbox"/> | Folder | Mod5 | ? |
| <input type="checkbox"/> | Folder | Mod6 | ? |

- The new version of the **Schema.ini** and **Mod3.xlsb** (updated risk data) are located at Chinook>Data

| <input type="checkbox"/> | Type | Name | |
|--------------------------|--------|------|---|
| <input type="checkbox"/> | Folder | Data | ? |
| <input type="checkbox"/> | Folder | Mod1 | ? |
| <input type="checkbox"/> | Folder | Mod2 | ? |
| <input type="checkbox"/> | Folder | Mod3 | ? |
| <input type="checkbox"/> | Folder | Mod4 | ? |
| <input type="checkbox"/> | Folder | Mod5 | ? |
| <input type="checkbox"/> | Folder | Mod6 | ? |

You must update all three files for this update

If you have any issues immediately after release, please first re-download the documents from the GCDocs link and re-try at mission. Any persistent issues should be flagged to Andie DaPonte for troubleshooting.

Reminder:

Chinook Module 3 is NOT meant to be

If users are unable to complete their work and enter it into GCMS before the end of the work day, they should hit "Cancel" and then "Save" to save the work done so far.

List of Updates:

1. **Version number listed in comment of cell B1.**
 - a. When citing issues with Module 3 going forward, please cite which version you are using. This release is for V4.6.8
2. **New Column: Info**
 - a. This column combines a number of the **Info** into one column, allowing the user to choose to either use this column AND/OR to use the individual columns for **Info**
 - b. If hovered over, this column will display a **Info**
 - i. The information will be displayed in a narrative style which some users may find easier to read/review than the columns (see sample below).

s.16(2)(c)

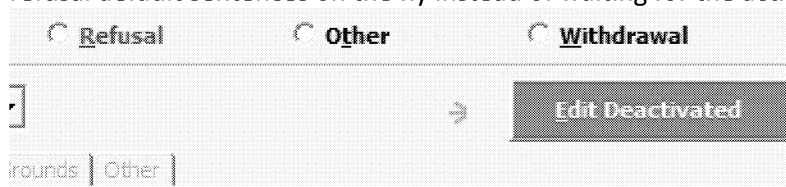


- 3. [Redacted]
- a. If a Client is in a Household, the Household number will also be listed in the [Redacted] info column
- 4. **Passport Information of Client:**
 - a. Purpose of Visit Info column includes Passport information of the client that is linked to the application, including expiration date, document number and issuing country
- 5. [Redacted]

- d. **Note that the SP and WP data already exists in current version, but reiterating here as some offices were not aware.**

6. **updates:**

- a. **Layout:** The layout has been adjusted to better use the screen space. The working note now appears in the upper right corner, and the refusal note will be built in the bottom section of the window.
- b. **Refusal Grounds:** The tool recognizes the application type (TRV, SP or WP) and provides the user a list of grounds as per the IRPR for that application type. If the user selects multiple applications of different applications types, the tool will default to show the WP refusal grounds, or the SP refusal grounds as priority over the TRV refusal grounds.
 - i. TRV: R179 refusal grounds listed
 - ii. Study Permits: R216 & R220 grounds listed
 - iii. Work Permits: R200 & R203 grounds listed
 - iv. Other Grounds: The non-IRPR grounds will also adjust for each application type and should be reviewed
- c. **Edit Refusal Sentences:** Click the Edit Deactivated/Activated Button – this will allow the user to edit the refusal default sentences on the fly instead of waiting for the action list.

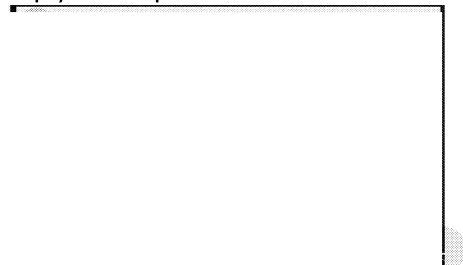


7. **Action Lists Updates**

- a. The action list now indicates whether the user has “**Refused**” OR “**Deactivated**”. The reason to add this information is for the user to know on which applications they should use the **Refusal Note**.
- b. **Refusal Note:** hovering over the refusal note column will unhide a comment where the full refusal note can be reviewed/displayed
- c. **Refusal Note:** hovering over the refusal note column will unhide a comment where the full refusal note can be reviewed/displayed
- d. **Refusal Note:** hovering over the refusal note column will unhide a comment where the full refusal note can be reviewed/displayed

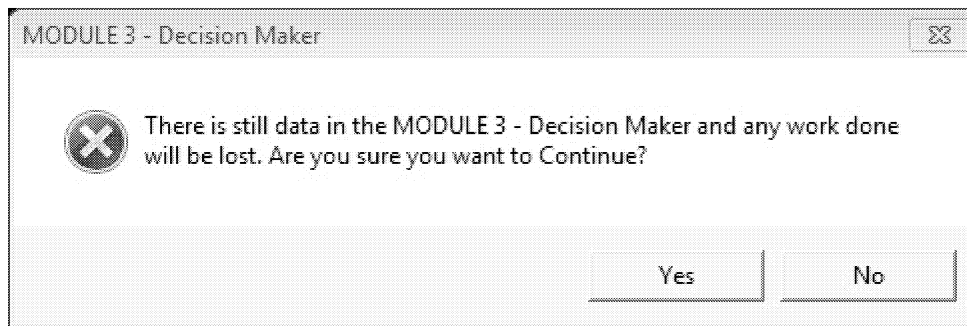
8. **Chinook Data Pulls**

- a. **Chinook Data Pulls:** The tool will now crossreference the client’s responses to those questions and the tool itself will recognize if a positive answer was made, but is missing in Module 3. When this occurs the column will state “**Chinook Data Pulls**” followed by the details of the applicants reply. Example below.



9. **Warning Messages:**

- a. If a user tries to close Module 3 while data is still loaded in the tool, they will be prompted with a warning message to confirm this action. This is the user’s final reminder that all actions and data may be lost if the tool is closed.



Thanks!

Senior Analyst | Analyste principal
Strategic Planning and Delivery | Planification stratégique et exécution
International Network | Réseau international
Immigration, Refugees and Citizenship Canada | Immigration, Réfugiés et Citoyenneté Canada
Government of Canada | Gouvernement du Canada
ic.gc.ca

s.16(2)(c)

s.17

Hickey.Donna

From:

Sent:

To:

December 18, 2019 1:57 PM

IN Chinook /

Chinook RI (IRCC); Catana.Lisa; Clack.Trevor;
@international.gc.ca';

Oickle.Natasha;

@international.gc.ca';

Daponte.Andie;

@international.gc.ca; Kedney-

Bolduc.Lydia; 'Alissar.Ribahi@international.gc.ca';
@international.gc.ca';

@international.gc.ca';

@international.gc.ca';

@international.gc.ca';

'Christian.Raymond@international.gc.ca';

Creaco.Cassidy; Dagenais.Bobby;

@international.gc.ca'; Gullins.Sarah;

@international.gc.ca';

@international.gc.ca';

Landry.Tyler;

Lee.Joseph;

@international.gc.ca';

Montgomery.Karyne; Morin Lacelle.Jean Simon;

Parkinson.Joshua;

@international.gc.ca';

@international.gc.ca';

@international.gc.ca';

Valdes.Jacqueline

Subject:

RE: Chinook/GCMS new "Pre-Assessment Note"
Field

Hi Chinook Area Experts,

As a follow-up to our message introducing the new [REDACTED] from December 4th, I would like to add the following:

- Any note entered in the new " " field in GCMS will now populate in Module 3 so please start using that field for any " " and refrain from using the " ".
- We will join the " " so that any " " - You can see an example of how it should look in Chinook below so you can tell which field the note came from.
- The new field is now " " It is not available in " " and " ".
- The field is currently set at 500 characters but is scheduled to increase to 1000 characters in the February 2020 GCMS Release.

Example of Mod 3:

Answers – Analytical:

Thanks and happy holidays everyone!

Malcolm

From: I

Sent: December 4, 2019 9:25 AM

To: " " ; IN Chinook / Chinook RI (IRCC) ; Campbell.Malcolm ; Catana.Lisa ; Clack.Trevor ; " " @international.gc.ca'; Oickle.Natasha ; " " @international.gc.ca'; Daponte.Andie ; " " @international.gc.ca'; Kedney-Bolduc.Lydia ; 'Alissar.Ribahi@international.gc.ca'; " " @international.gc.ca'; " " @international.gc.ca'; " " @international.gc.ca'; " " @international.gc.ca'; 'Christian.Raymond@international.gc.ca'; Creaco.Cassidy ; Dagenais.Bobby ; " " @international.gc.ca'; Gullins.Sarah ; " " @international.gc.ca'; " " @international.gc.ca'; " " ; Landry.Tyler ; " " Lee.Joseph " " @international.gc.ca'; Montgomery.Karyne ; Morin.Lacelle.Jean Simon ; Parkinson.Joshua ; " " @international.gc.ca'; " " @international.gc.ca'; " " @international.gc.ca';

; Valdes.Jacqueline

s.17

Subject: RE: Chinook/GCMS new "Pre-Assessment Note" Field

So, question: if we continue to put the [redacted], but there is a lag of a few days before the officers finalize, will Chinook continue to pull from [redacted]

Email \ Courriel: [redacted] @international.gc.ca

Telephone | Téléphone: ([redacted])

From:**Sent:** December-03-19 6:25 PM

To: IN Chinook / Chinook RI (IRCC); Campbell.Malcolm; Catana.Lisa; Clack.Trevor; [redacted] @international.gc.ca; Oickle.Natasha; [redacted] @international.gc.ca; Daponte.Andie; [redacted] Kedney-Bolduc.Lydia; 'Alissar.Ribahi@international.gc.ca'; [redacted] @international.gc.ca; [redacted] @international.gc.ca; [redacted] @international.gc.ca; 'Christian.Raymond@international.gc.ca'; Creaco.Cassidy; Dagenais.Bobby; I -MXICOA -IM; [redacted] @international.gc.ca; Gullins, Sarah -NROBI -IM; [redacted] @international.gc.ca; [redacted] Landry.Tyler; [redacted] -MOSCO -IM; Lee.Joseph; [redacted] -MIAMI -IM; [redacted] @international.gc.ca; Montgomery.Karyne; Morin.Lacelle.Jean Simon; Parkinson.Joshua; [redacted] @international.gc.ca; [redacted] -LDN -IM; [redacted] @international.gc.ca;

Valdes.Jacqueline

Subject: RE: Chinook/GCMS new "Pre-Assessment Note" Field

Good Morning all,

FYI: It appears that the information in the new field will not be available in MOD3 before next week. If you decision makers work on files recently [redacted] for a few more days.

+ The new field appears to be at 500 characters as of this morning.

IN Chinook: Please jump in if there is anything!

Regards,

From: IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca>**Sent:** December 4, 2019 2:49 AM

To: Campbell.Malcolm <[redacted]@cic.gc.ca>; Catana.Lisa <Lisa.Catana@cic.gc.ca>; Clack.Trevor <Trevor.Clack@cic.gc.ca>; [redacted] @international.gc.ca; [redacted] @international.gc.ca; Oickle.Natasha <Natasha.Oickle@cic.gc.ca>; [redacted] @international.gc.ca; Daponte.Andie <Andie.Daponte@cic.gc.ca>; [redacted] @cic.gc.ca; [redacted] -MXICOA -IM [redacted] @international.gc.ca; Kedney-Bolduc.Lydia <Lydia.Kedney-Bolduc@cic.gc.ca>; 'Alissar.Ribahi@international.gc.ca'; [redacted] @international.gc.ca; [redacted] @international.gc.ca; [redacted] @international.gc.ca; 'Christian.Raymond@international.gc.ca'; Creaco.Cassidy <Cassidy.Creaco@cic.gc.ca>; Dagenais.Bobby <Bobby.Dagenais@cic.gc.ca>; [redacted] -MXICOA -IM <[redacted]@international.gc.ca>; [redacted] @international.gc.ca; Gullins, Sarah -NROBI -IM

<Sarah.Gullins@international.gc.ca>; @international.gc.ca'; @international.gc.ca';
 @cic.gc.ca>; Landry.Tyler <Tyler.Landry@cic.gc.ca>; -MOSCO -IM
 @international.gc.ca>; Lee.Joseph <Joseph.Lee@cic.gc.ca>; -MIAMI -IM <
 @international.gc.ca>; @international.gc.ca'; Montgomery.Karyne
 <Karyne.ivontgomery@cic.gc.ca>; Morin.Lacelle.Jean Simon <JeanSimon.MorinLacelle@cic.gc.ca>; Parkinson.Joshua
 <Joshua.Parkinson@cic.gc.ca>; @international.gc.ca'; Owen, Steve -LDN -IM
 <Steve.Owen@international.gc.ca>; @international.gc.ca'; -DELHI -IM
 < @international.gc.ca>; Valdes.Jacqueline <Jacqueline.Valdes@cic.gc.ca>
Cc: IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca>
Subject: Chinook/GCMS new ' Field

Bonjour collègues,

Le 4 décembre, s'il vous plaît commencez à utiliser le nouveau " champ au lieu de " " champ pour toute sur les fichiers RT.

Sur page 6 des nouvelles notes de publication, vous verrez qu'un nouveau " onglet est ajouté au SMGC le 3 décembre.

- Un nouveau champ nommé apparaît maintenant sous pour toute les demandes de RT. Vous pouvez y entrer de l'information au sujet de mais vous n'êtes pas obligé de le remplir.
- For all TR applications, provides a new / . In this field, you can enter information about the This field is optional.

This field is being added for Chinook so the networks do not have to continue using the field for to be added to the Decision-Maker Module (3) of Chinook.

This new field will have the same parameters as the field in that it will be an open text field up to 500 characters but should be increased to 1000 characters in a future release if it hasn't already been increased to 1000 by December 3rd.

Here is where you can find the new field to use under

IN RIC Chinook
 Strategic Planning and Delivery
 International Network.

Hickey.Donna

From: IN Chinook / Chinook RI (IRCC)
Sent: August 26, 2020 9:03 AM
To: Catana.Lisa; Clack.Trevor;
Kedney-Bolduc.Lydia;
Oickle.Natasha;
Daponte.Andie; Manhas.Davinder; Mpaka.Manzi-Serge; Pearson.Ryan;
@international.gc.ca'; Alexis Fernandez; 'Alissar.Ribahi@international.gc.ca'; Amirault.Chantal;
@international.gc.ca';
@international.gc.ca'; Brisebois.Eve;
@international.gc.ca';
Calixte.Dominique; Celestin.Jonathan;
@international.gc.ca'; Daoud.Yomna; Frohberg.Alyssa;
@international.gc.ca;
s@international.gc.ca';
@international.gc.ca';
@international.gc.ca';
Landry.Tyler;
Lee.Joseph
@international.gc.ca';
Montgomery.Karyne; Morin Lacelle.Jean Simon; Parkinson.Joshua;
@international.gc.ca'; Prosper Kuwonu; Ribeiro.Luis;
@international.gc.ca;
@international.gc.ca';
Vandentillaart.Julie
IN Chinook / Chinook RI (IRCC)

Cc:

Subject:

Chinook 1.0 Excel Tool - Release Module 2 v14

Hello Chinook Experts:

A new version of MOD2 v14 is now available August 26th, 2020, in GCDocs and includes the updates below.

Main Updates:

IMPORTANT: 3 Blocks with updated label. If you are

#1 – FIXED: Minor glitches and minor updates.

#2 – UPDATED: The display is now zoomed at 84%, therefore will appear smaller on your screen. This was necessary to ensure users working with different screen sizes could use MOD2.

#3 – NEW: [redacted] – fully functional. This offers an alternative to the other [redacted] This block won't [redacted] and therefore is not intended to be used for [redacted]

#4 – NEW: [redacted] – fully functional. This offers an alternative to the other [redacted] This block won't [redacted]

#5 – NEW: [redacted] section is now complete and fully functional. [redacted] are included in the defaults representing 98% of [redacted] caseload. Note that [redacted] It is possible to add or modify as many [redacted] & their [redacted] as needed.

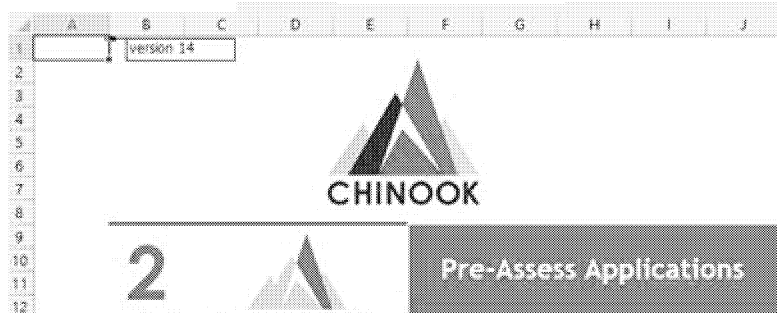
#6 – REVIEWED: Defaults settings have been reviewed and improved.

Note that once you import your previous customization settings, you will not benefit from the new defaults as your previous settings will be copied. You are encouraged to explore the new defaults by watching the explanation videos that will be presented as part of the webinar session on August 26 and 31 or by downloading them once available in GCDocs or before

How to update

Assuming that your [redacted] is set up to look for a file named “
Make sure no one will try to access MOD2 while you are updating the folder. It should take 2-3 minutes only from the moment you are in GCDocs.

1. Go in your [redacted] under your [redacted]
2. Rename your current version to “**Chinook – Mod2 (Version X.X.X).xlsm**”
3. Go to GCDocs:
4. Download the document named ‘ [redacted] ’
5. Save it under your Chinook MOD2 folder in your IDrive
6. Open “ [redacted] ” (the new file you have just downloaded)
 - a. Click on “ [redacted] ”
 - b. As first user, you will need to enter your GCMS ID
 - c. Click on the “ [redacted] ” button
 - d. Click on “ [redacted] ” + browse and select your previous version of MOD2 named “Chinook – Mod2 (Version X.X.X).xlsm”
 - e. Click “Yes” on the pop-up that appears
 - f. Select your **region** and the **data source folder location**
 - g. Exit from the setting windows and the pre-assessment window
 - h. Save the Excel document
 - i. Close MOD2
7. Go back to your MOD2 folder
8. Click right on the new version of MOD2 Excel document and select “Properties” then select “Read Only”
9. Open [redacted] click on [redacted] and make sure you see this:



10. If you see the right version #, it is good to go!

Additional Updates/Reminders:

1 – **Module 3** – Reminder to manually copy and paste the

2 – **Module 6** – This module will no longer be released in Excel,

We realize this may come as a disappointment to some of you (as it does for us)

Please forward this message to anyone in your region who is using Module 2 and provide them with assistance as necessary.

For error reporting, please be sure to paste the Error Reporting Template below into a new email and send to IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca.



Chinook Error Reporting

| | |
|---|--|
| User Name | |
| IRCC Office Location | |
| Which Chinook module? | |
| Which version of the Chinook module? | |
| Which Chinook modules were running at the same time? | |
| Brief description of event. (what user was doing when issue occurred) | |
| Screenshots (if possible) | |
| Which version of Windows? | |
| Which version of Office? | |
| Other details? | |

Thanks and Happy Chinooking,
IN Chinook

IN Chinook / Chinook RI (IRCC)

From: IN Chinook / Chinook RI (IRCC)
Sent: November 9, 2021 1:59 PM
To: Randhawa.Ranbir; Taljit.Gary; Hamilton.Karen; Kinoshita.Andrew
Cc: IN Chinook / Chinook RI (IRCC)
Subject: FYI -- FW: Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43

****For your information****

Sharing the below communication released today to all Chinook users regarding a new version of Chinook+ (Excel version 4.8.43).

The new functionality of a GCMS note will appear for all applications with a final decision of Approved, Refused or Withdrawn that were made through the use of Chinook 1.0.

Thank you
IN Chinook

From: IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@ci.gc.ca>
Sent: November 9, 2021 9:58 AM
To: IRCC.F Missions / Missions F.IRCC <IRCC.Missions-Missions.IRCC@ci.gc.ca>; @international.gc.ca>; Alissar Ribahi <Alissar.Ribahi@international.gc.ca>;
 <@international.gc.ca>; @international.gc.ca>; @international.gc.ca>; @international.gc.ca>;
 @international.gc.ca>; @international.gc.ca>; I @international.gc.ca>; Calixte.Dominique <Dominique.Calixte@ci.gc.ca>; @international.gc.ca>;
 I @international.gc.ca>; Falconer.Chris <Chris.Falconer@ci.gc.ca>; @international.gc.ca>; @international.gc.ca>;
 @international.gc.ca>; @international.gc.ca>; @international.gc.ca>; I @international.gc.ca>; @international.gc.ca>;
 @international.gc.ca>; @international.gc.ca>; Morin Lacelle.Jean Simon <JeanSimon.MorinLacelle@ci.gc.ca>; @international.gc.ca>;
 @international.gc.ca>; Celestin.Jonathan <Jonathan.Celestin@ci.gc.ca>; @international.gc.ca>; Lee.Joseph <Joseph.Lee@ci.gc.ca>;
 @international.gc.ca>; Vandentillaart.Julie <Julie.Vandentillaart@ci.gc.ca>; Montgomery.Karyne <Karyne.Montgomery@ci.gc.ca>; @international.gc.ca>; @international.gc.ca>;
 @international.gc.ca>; Ribeiro.Luis <Luis.Ribeiro@ci.gc.ca>; I @international.gc.ca>; Marcoux.Louis <Louis.Marcoux@ci.gc.ca>;
 @international.gc.ca>; @international.gc.ca>; @international.gc.ca>; I @international.gc.ca>; Kuwonu.Prospere
 <prospere.kuwonu@international.gc.ca>; Railton.Samuel-Crawford <Samuel-Crawford.Railton@ci.gc.ca>; Gillis.Raymond <Raymond.Gillis@international.gc.ca>; Raymond.Christian <Christian.Raymond@ci.gc.ca>;
 @international.gc.ca>; @international.gc.ca>; I @international.gc.ca>; @international.gc.ca>; @international.gc.ca>;
 @international.gc.ca>; @international.gc.ca>; DiRienzo.Vanessa <Vanessa.DiRienzo@ci.gc.ca>; @international.gc.ca>
Cc: IN SPD / PPS RI (IRCC) <IRCC.INSPP-PPSRI.IRCC@ci.gc.ca>; JL Officer / JL Officier (IRCC) <IRCC.JL.Officer-JL.Officier.IRCC@ci.gc.ca>; IN Chinook / Chinook RI (IRCC) <IRCC.INChinook-ChinookRI.IRCC@ci.gc.ca>; IN INOM / OMRI RI (IRCC)
 <IRCC.ININOM-OMRI.IRCC@ci.gc.ca>; Clack.Trevor <Trevor.Clack@ci.gc.ca>; Daponte.Andie <Andie.Daponte@ci.gc.ca>; Karkaria.Zal <Zal.Karkaria@ci.gc.ca>; Mpaka.Manzi-Serge <Manzi-Serge.Mpaka@ci.gc.ca>; Rushton.Robin-Leah <Robin-Leah.Rushton@ci.gc.ca>; Wong.Mark <Mark.Wong@ci.gc.ca>; Cantin.Marco <Marco.Cantin@ci.gc.ca>; @international.gc.ca>; @international.gc.ca>;

Subject: Chinook+ version 4.8.43 / Mise en place- Chinook+ version 4.8.43

ENGLISH

FRANCAIS



Hello Chinook Experts:

Please distribute to all Chinook + users

A new version of Chinook+ Excel (version 4.8.43) is now available as of November 9, 2021, in GCDocs. Please find below the relevant links for setup and support for your Mission.

Update:

In this new version, a GCMS This functionality will ensure consistency with tracking and reporting on which Chinook version was used when This added functionality was requested by Legal and Litigation Management Branch colleagues.

The GCMS note will read:

- Chinook 3+: « File processed with the assistance of Chinook 3+/ Dossier traité à l'aide de Chinook 3+ »

Set up Instructions:

You must download the most recent version Chinook+ Excel version 4.8.43 from the link below:

Chinook - Module 3- Viewer – office 2013

- <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=374541743&objAction=download&viewType=1>
The MS Office 2013 release version of Chinook + (version 4.8.43)

Chinook - Module 3- Viewer – office 2016

- <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=389952820&objAction=download&viewType=1>The MS Office 2016 release version of Chinook + (version 4.8.43)

Please forward this message to anyone in your region who is using Chinook+ Excel and provide them with assistance as necessary.

SUPPORT:

If you require additional support, please send an email to the IN Chinook mailbox (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Thank you in advance for your collaboration!

Andie DaPonte, Director
 International Network Optimization and Modernization
 NHQ – International Network



Bonjour les experts de Chinook,

Veillez distribuer à tous les Chinook+ utilisateurs

Une nouvelle version de Chinook+ Excel (version 4.8.43) est maintenant disponible dans GCDocs à partir du 09 novembre 2021. Veuillez trouver ci-dessous les liens pertinents pour l'installation et le soutien pour votre mission.

Mise à jour :

Dans cette nouvelle version, une Cette fonction permettra d'assurer la cohérence des rapports sur ces décisions afin de discerner quelle version de Chinook a été utilisée pour juridiques et la Direction générale de la gestion des litiges ont expressément exigé que cette fonction soit ajoutée.

La note du SMGC comprendra ce qui suit:

- Chinook 3+: « File processed with the assistance of Chinook 3+/ Dossier traité à l'aide de Chinook 3+ »

Instructions d'installation :

Vous devez télécharger la version la plus récente de Chinook+ Excel version 4.8.43 à partir du lien ci-dessous :

Chinook - Module 3- Viewer – office 2013

- <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=374541743&objAction=download&viewType=1>
La version MS Office 2013 de Chinook+ (version 4.8.43)

Chinook - Module 3- Viewer – office 2016

- <https://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=389952820&objAction=download&viewType=1>
La version MS Office 2016 de Chinook+ (version 4.8.43)

Veillez transférer ce message à toute personne dans votre région qui utilise Chinook+ Excel et lui fournir de l'aide si nécessaire.

Soutien :

Si vous avez besoin de soutien supplémentaire, veuillez envoyer un courriel à la boîte Chinook RI (IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca).

Merci d'avance pour votre collaboration!

Andie DaPonte
 Directeur, OMRI
 RI Chinook

Hickey.Donna

From: [REDACTED]
Sent: October 3, 2019 2:12 AM
To: IN Chinook / Chinook RI (IRCC); [REDACTED]
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 Alissar.Ribahi@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca;
 Christian.Raymond@international.gc.ca;
 Gullins.Sarah; [REDACTED]@international.gc.ca;
 I [REDACTED]@international.gc.ca;
 [REDACTED]@international.gc.ca; I
 Montgomery.Karyne; Dagenais.Bobby;
 Creaco.Cassidy; Landry.Tyler; Morin Lacelle.Jean
 Simon; [REDACTED]Valdes.Jacqueline; Lee.Joseph;
 Parkinson.Joshua
Cc: [REDACTED]Kedney-Bolduc.Lydia;
 ElMachkour.Mohammed
Subject: Chinook - NEW MOD2 VERSION (1.0.2)

Hello Chinook Experts,
 I mentioned during the webinars that the " [REDACTED] " block (MOD5 information) was not yet 100% functional, but I am now pleased to announce that it is up and running. In addition to this update, you will find the following in the version 1.0.2 now available through GCDocs.

Changes/fixes in version 1.0.2:

- #1 – [REDACTED]
ISSUE: Based on the relationship selected, when " [REDACTED] " were not prompted for pre-assessment, the note mentioned " [REDACTED] " instead of no mention at all.

s.16(2)(c)

SOLUTION: Note output is now fixed and reflective of whether or not the Host's "Income and Savings" sub-blocks were prompted for pre-assessment. If not prompted and sub-blocks are greyed out, the output will be limited to the host information prompted only.

#2 – Error message linked to

ISSUE: When a client of [REDACTED] is part of the list for pre-assessment an error occurred at the data pull stage (When clicking on [REDACTED])

SOLUTION: Transparent to users, an extra step is built-in so MOD2 can gather the data despite [REDACTED] with [REDACTED] value. In V1.0.2, this result with [REDACTED] in MOD2.

#3 – [REDACTED] OR [REDACTED] combined with [REDACTED] = [REDACTED] button hidden

ISSUE: When [REDACTED] or [REDACTED] was selected and combined to the presence of [REDACTED] block right below, the re-sizing cause the [REDACTED] to overlap with the [REDACTED] button making it impossible to use.

SOLUTION: Code is now updated to prevent that situation from happening.

#4 – [REDACTED] feature

ISSUE: The feature allowing users to have their files displayed in a specific order was not functioning.

SOLUTION: Code is now updated to enable the feature.

#5 – [REDACTED] input disable

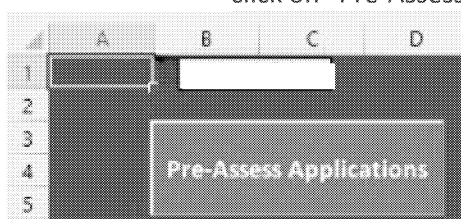
ISSUE: The feature do not fully work

TEMPORARY SOLUTION: Feature is disable and will be available again as soon as it is fixed.

How to update? (*Slightly simplified procedure – 2019-10-03*)

Assuming that your [redacted] is set up to look for a file named “Chinook – Mod2.xlsm”.
 Make sure no one will try to access MOD2 while you are updating the folder. It should take 2-3 minutes only from the moment you are in GCDocs.

1. Go in your [redacted] under your [redacted]
2. Rename your current version to “Chinook – Mod2 (Version X.X.X).xlsm”
3. Go to GCDocs:
<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249808566&objAction=browse&viewType=1>
4. Download the document named “ [redacted] ”
5. Save it under your Chinook MOD2 folder in your [redacted]
6. Open [redacted] (the new file you have just downloaded)
 - a. Click on “Pre-Assessment”
 - b. As first user, you will need to put your GCMS ID
 - c. Click on the “settings” button
 - d. Click on “Import Custom Settings” + browse and select your previous version of MOD2 named “Chinook – Mod2 (Version X.X.X).xlsm”
 - e. Click “Yes” on the pop-up that appears
 - f. Select your **region** and the **data source folder location**
 - g. Exit from the setting windows and the pre-assessment window
 - h. Save the Excel document
 - i. Close MOD2
7. Go back to your MOD2 folder
8. Click right on the new version of MOD2 Excel document and select “Properties” then select “Read Only”
9. Open [redacted] click on “Pre-Assessment” and make sure you see this:



10. If you see the right version #, it is good to go! (**Currently version 1.0.2**)

Thank you and sorry for the inconvenience.

Regards,

Conseiller stratégique de la directrice de zone | Strategic Advisor to the Area Director

Gouvernement du Canada | Government of Canada



#1 -

#2 - "Block"

ISSUE: When a " " is customized for the " " not to be pre-assessed, the sub-blocks are greyed out and it becomes impossible to type anything in, but the Notes still shows this:

In fact,

SOLUTION: Note output is adjusted not to mention " " at all and will be limited to this:

What is new?

#1 - 'Block update

Multiple offices had requested this update to provide users/missions with additional flexibility.

Output to display the " " like this:

TH: US/AUS/NZ/UK/ (

#2 - New blocks (3) for Study Permit Pre-assessment

Note that " " is generic enough and could be used for other streams. All the dropdowns are customizable except " " under " "

s.16(2)(c)

#3 - Override Category dropdown

Now extended to avoid scrolling and SP & WP are the last 2 instead of being in the middle of the list.

Need to report an error?

Please use this simple form and email it to IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca



Chinook Error Reporting

| | |
|---|--|
| User Name | |
| IRCC Office Location | |
| Which Chinook module? | |
| Which Office build (eg. 2010; 2013; 2016) and version number of the Chinook module? | |
| Which Chinook modules were running at the same time? | |
| Brief description of event. (what user was doing when issue occurred) | |
| Screenshots (if possible) | |

| | |
|---------------------------|--|
| Which version of Windows? | |
| Which version of Office? | |
| Other details? | |

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s.17

What is next for MOD2?

- WP Blocks
- Character reduction (Potentially new abbreviations or new wording.
- French version
- Enhanced main interface (Mainly to add sorting options, list management and multiple upload)

Thank you and please do not hesitate if you have any questions.

Regards,

Conseiller stratégique de la directrice de zone | Strategic Advisor to the Area Director

Consul (Migration) | Consul (Migration)

Consulat général du Canada à Ho Chi Minh Ville | Consulate General of Canada in Ho Chi Minh City

Gouvernement du Canada | Government of Canada

diinternational.gc.ca



Government
of Canada

Gouvernement
du Canada

Canada



TRV Journey Lab ::
Chinook+ & GCMS Chinook Tab
USER MANUAL v.3

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Revisionist History

| Draft Version | Description | Date | Author |
|---------------|---|-----------|--------------|
| Draft v0 | Description and detailed instructions of how to use new Chinook + and GCMS Chinook Tab (Stage 2 of Rollout) | 27FEB2020 | Lisa Catana |
| v1 | Amendments to Biometrics Logic | 10MAR2020 | |
| v2 | Amendments to Logic Inclusion of SP/WP/EXT functionality | 27APR2020 | Lisa Catana |
| V3 | Minor edits | 18JAN2021 | Zal Karkaria |

Contact

For any questions and/or comments relating to Chinook + or the GCMS Chinook Tab, please contact the TRV Journey Lab – Officer Team at the following email:

IRCC.JL.Officer-JL.Officier.IRCC@cic.gc.ca

New tools at a glance

The TRV Journey Lab has recently created new features in Chinook and GCMS to help improve the decision-maker experience while processing TR applications.

Several features have been built to create a link between Chinook and GCMS, which will now allow decision-makers to:

1. Automate Final Decision Administrative tasks:

Using the new tools, decision-makers can now automate tasks that were previously done manually such as:


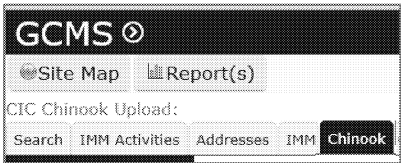
- Final Decision entry,
- Pasting notes from Chinook into Notes Tab
- Entry of refusal grounds
- Generation and sending of passport request/refusal letters
- Generating counterfoils
- Setting counterfoil print queue
- Modifying SP/WP Permit Details

2.

3. Automate Biometrics Administrative tasks:

Decision-makers can now indicate their Biometrics decision in Chinook, and the entry will be automated in GCMS

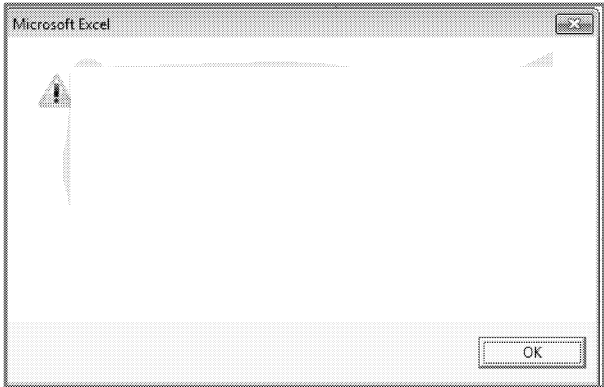
To take advantage of the new features, you will need access to two new tools:

| Tool | Description |
|---|---|
| Chinook +  | <ul style="list-style-type: none"> ▪ New version of Chinook that includes new functionality including: <ul style="list-style-type: none"> ○ New Biometrics Action column ○ New functions in Action column ○ Export to GCMS button ○ Support for TRV/SP/WP/SP-EXTs |
| GCMS – Chinook Tab  | <ul style="list-style-type: none"> ▪ New Chinook Tab in GCMS that allows users to input data directly from Chinook then automates associated administrative tasks for final decisions and biometrics ▪ Support for SP/WP/SP-EXTs as of JUNE 2020 with GCMS Release 23 ▪ Restricted Access: During the testing/rollout phase, the Chinook Tab will only be visible to users participating in the testing. Once full rollout is complete, the Chinook Tab will be added as a default for all GCMS Users with Visa Officer responsibility |

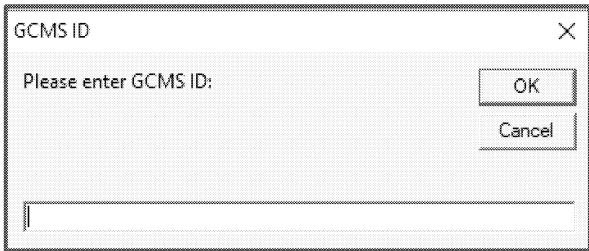
Set up and get started

Prepare Chinook +

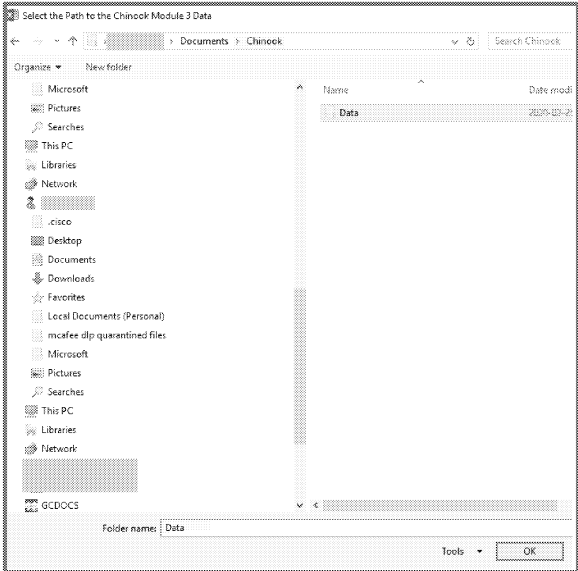
1. Open *ChinookPlus – Module 3 – Viewer.xlsb*
2. Read the Disclosure dialogue box and click *OK*



3. **Enter your GCMS ID:** When prompted, enter your GCMS ID
NOTE: you must enter a GCMS ID to use Chinook+ with the GCMS Chinook Tab).



4. **Set your data path:** If data path is not already set up, navigate to the *Chinook>Data* folder on your computer and click *OK*.

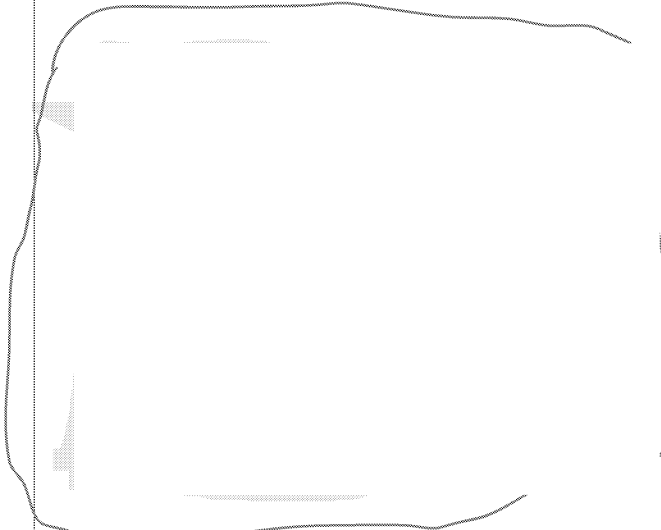


s.16(2)(c)


Prepare Chinook + (continued)

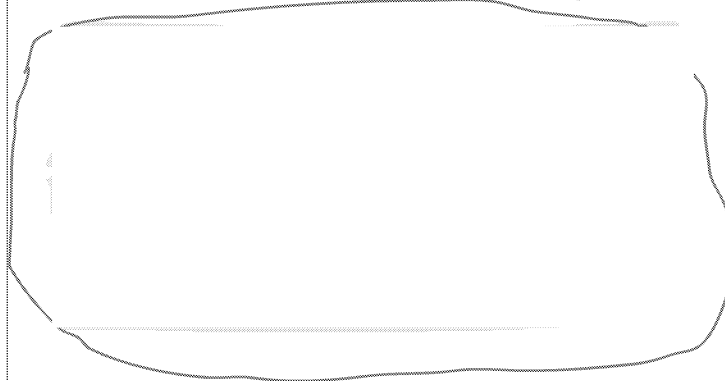
5. Ensure that the Data folder contains the following files:

- Mod 3
- Mod 5
- Schema
- REGION NAME – Mod 3 – Cols
- REGION NAME – Mod 3 – Hist
- **(NEW)** Chinook – Mod 3-Biometrics Ready
- **(NEW)** Chinook – Mod 3-Biometrics Roll Up



6. Set up your Selected Region and GCMS ID:

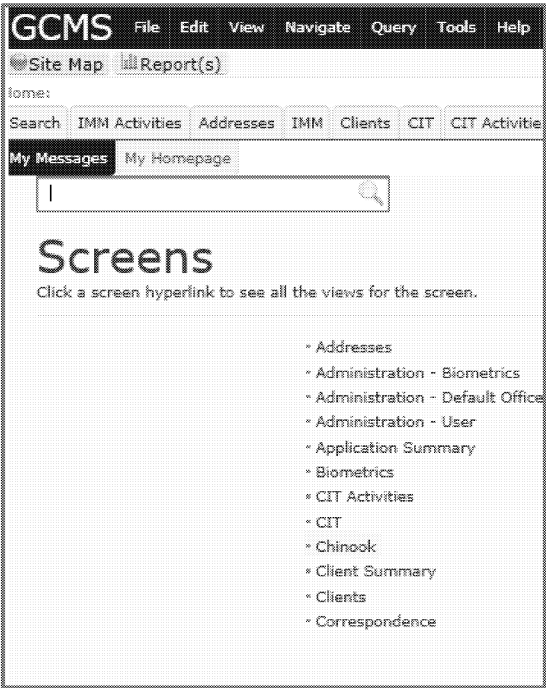
1. Click on the **Settings** button 
2. Under the User Info window:
 - Select the relevant **Region**



NOTE: The GCMS ID used in Chinook+ must match the GCMS ID of the user, when using the Chinook Tab in GCMS.

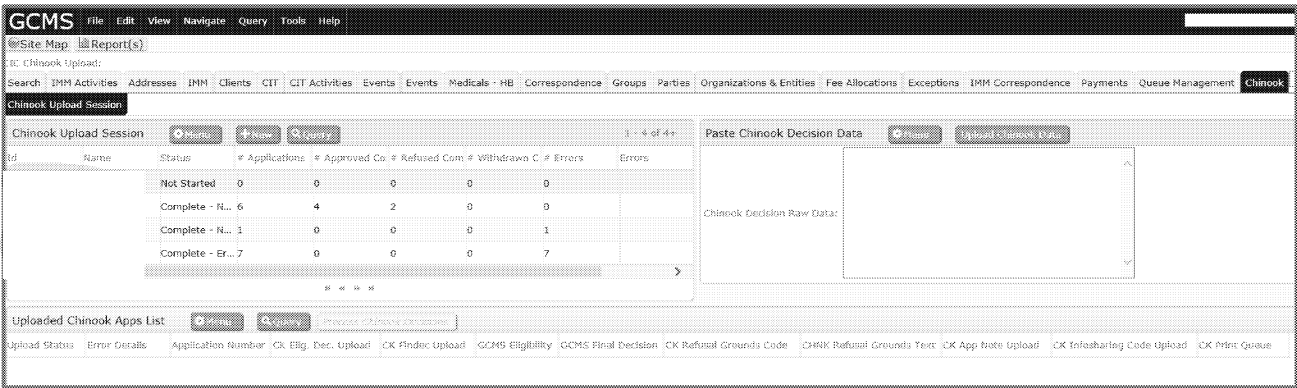
Prepare Chinook Tab

7. Open a new session of GCMS
8. Click on the new *Chinook Tab*
9. If not visible in your tabs, navigate to *Site Map>Chinook* and select *Chinook*



NOTE: The Chinook Tab is currently restricted only to officers involved in the testing. Once the new tools are fully tested and rolled out to all missions, the Chinook Tab will be available to all GCMS users with Visa Officer responsibility.

Chinook Tab layout



Chinook+ :: What's New

Using the new Biometrics Action column

1. **Hover over feature:** Hover over any cell in the Biometric Action column to quickly view the biometrics details for an application, hover over the cell.

2. **To view the Biometrics Window for a single application:** Highlight the Biometrics Action cell corresponding to an application to launch the Biometrics Window.

3. **To view the Biometrics Window for a multiple applications:** In the Biometrics Action column, highlight multiple cells for the corresponding applications to launch the Biometrics Window

See ~~ANNEX A~~ for description and details of the Biometrics Action Column Statuses.

4. **Biometrics Window:** Use the << & >> buttons to toggle through your selected applications. The Application # and Record count will change as you toggle through the applications.

Using the new Biometrics Action column (continued)

5. For applications where the *Biometric – FCC Detail* Activity for US, NZ or AUS is at status *Ready to be Assessed*, the appropriate check boxes will be activated.

6. **Reviewed:** Click on the appropriate checkbox to set the biometrics activity status to *Complete – Assessed*. Once you have checked any of the boxes in the Biometrics Window, the Biometrics Action column will subsequently display *Reviewed* for that application.

7. **Review Required:** If further review of the biometrics is required outside of Chinook, click the *Review Required* checkbox. The Biometrics Action column will subsequently display *Review Required* for that application.

Using the new Biometrics Action column (continued)

8. When you have completed the biometrics assessments for the application(s), click the ***Save Biometric Action*** button to ensure that your assessments are saved and included in the Export to GCMS.

Using the new features in the Action Window

9. Approvals: Counterfoil Details (For all LOBs)

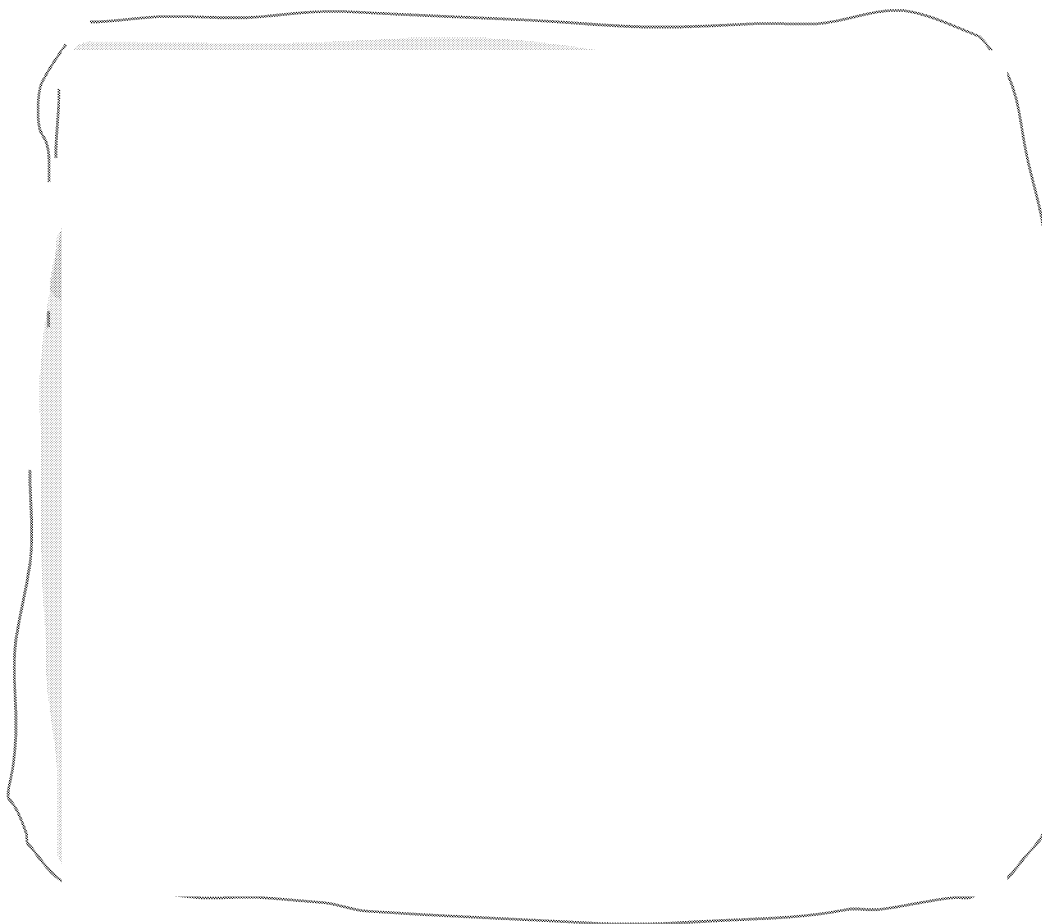
If the Approval checkbox is selected in the Action Window, decision-makers will now be able to select the following details from the *Action Window*. **NOTE:** If any of these fields are not entered in Chinook, then existing GCMS defaults will be followed.

Counterfoil Print Queue:

- Select your Office from the *Office* dropdown menu
- Select your desired *Counterfoil Print Queue* from the second dropdown (which will show a list of Print Queues associated to the selected office).
- **NOTE:** If no Print Queue is selected, your GCMS default print queue will be used once you have entered information in the Chinook Tab.

Counterfoil Validity Date:

- Click on the *Date* button to launch the calendar window and select a date.

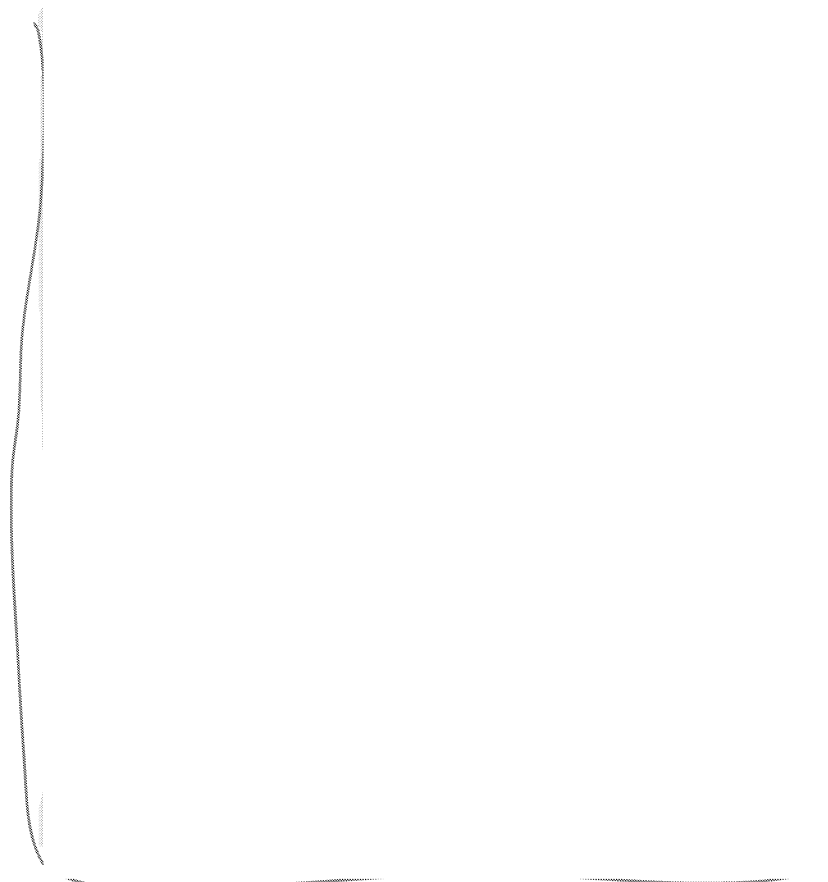


Using the new features in the Action Window (continued)

10. **Approvals: Permit Details (For SP, WP, SP-EXT and WP-EXT)**

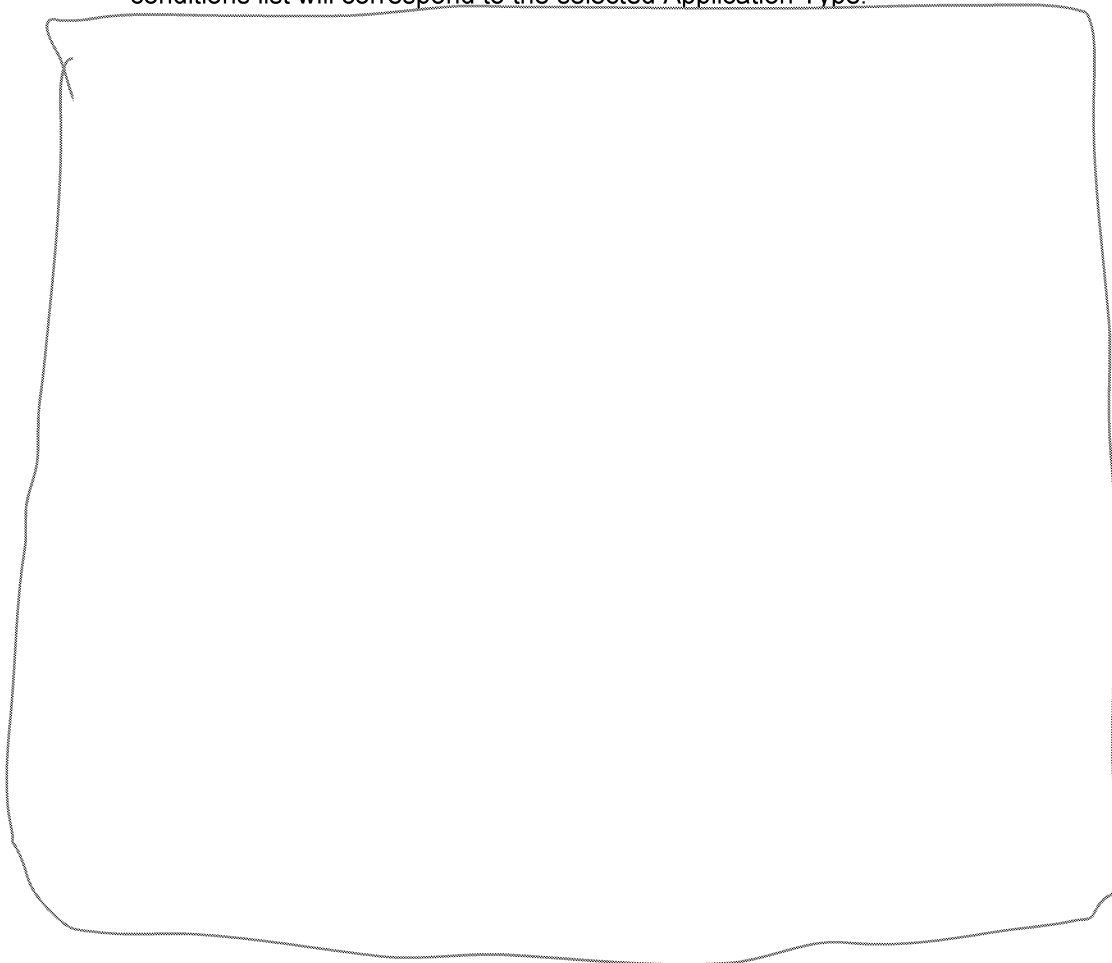
For SP, WP, SP-EXT and WP-EXT approvals, , additional fields will appear in the Action Window:

- **Permit Validity Date:**
Click on the *Date* button to launch the calendar window and select a date.
- **Remarks:**
Enter relevant remarks in the Remarks window as required.



Using the new features in the Action Window (continued)

- **Conditions:**
To select Permit Conditions – click on the **Approvals 2** tab in the Action Window and select the conditions that apply for the application. The conditions list will correspond to the selected Application Type.



11. Refusals:

- **Generate Refusal Letter Checkbox:**
If the refusal checkbox is selected in the Action Window, the Generate Refusal Letter Checkbox will be checked as a default.

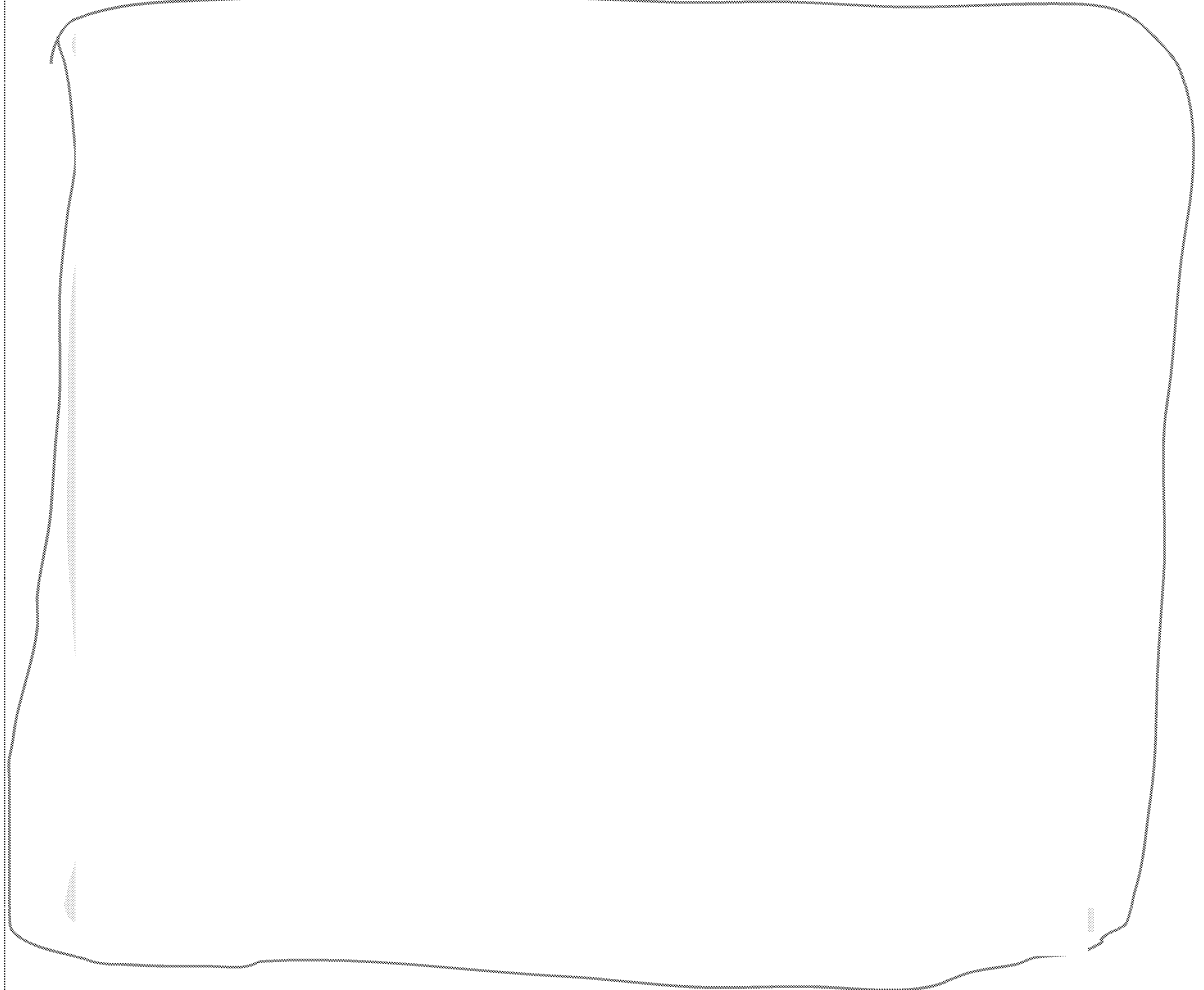
If a refusal decision is exported to GCMS using the Export to GCMS button, a refusal letter will automatically be generated in GCMS based on the exported refusal grounds.

Unchecking the box will stop the refusal letter from being automatically generated. This will allow additional edits or amendments to the refusal letter (i.e. adding comments for an “Other” refusal ground etc.

Using the new features in the Action Window (continued)

• Refusal Letter Intros:

For SP, WP, SP-EXT, WP-EXT, select the *Refusal Letter Intro* type from the drop-down box in the Action Window.



Using the new Export to GCMS button

12. The new Export to GCMS button can be used in lieu of the Action List button. Once clicked, the button will copy instructions for GCMS onto your clipboard that can then be pasted directly into the GCMS Chinook Tab to perform the final decision administrative actions that typically would have been done manually. These actions are the following (**See Annex B & C for full details of actions completed in GCMS, including logic**):

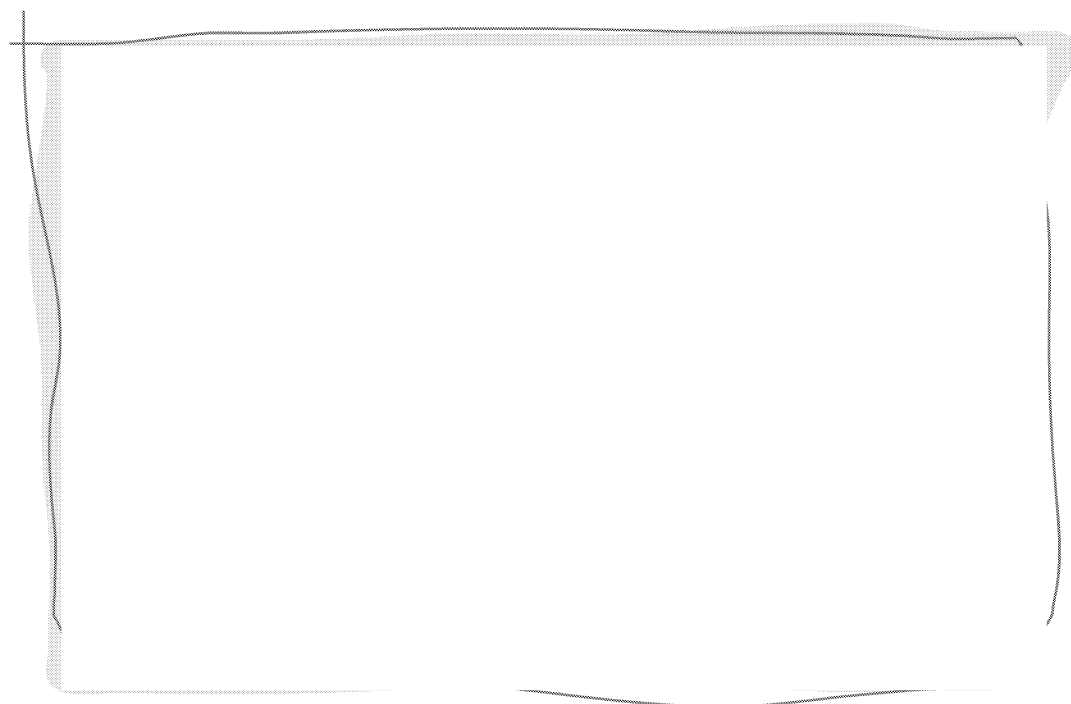
- Final Decision entry
- Biometrics FCC Detail Assessments
- Pasting notes from Chinook into Notes Tab
- Entry of refusal grounds
- Generation and sending of passport request/refusal letters
- Generating counterfoils
- Setting Counterfoil Print Queue
- Setting Counterfoil Validity Date
- Setting Permit Validity Date (SP/WP/SP-EXT/WP-EXT only)
- Setting Conditions & Remarks (SP/WP/SP-EXT/WP-EXT only)

Using the new Export to GCMS button (continued)

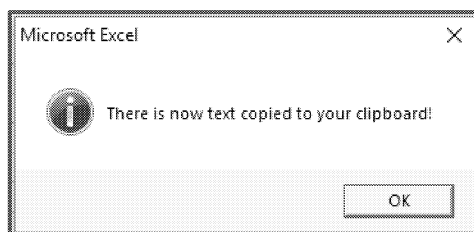
NOTE: All actions that are automated in GCMS, will be tagged in GCMS against the user's GCMS ID.

13. To use new Export to GCMS: Once decisions have been entered in the Action column, click on the Export to GCMS button.

NOTE: Applications that have "Other" in the Action column OR Applications that have already been Sent to GCMS will not be exported for decision.



14. The following window will pop up to confirm that the Export has been copied to your clipboard.



15. Navigate directly to the GCMS Chinook Tab to paste the information into GCMS. (see Chinook Tab instructions below).

Sent to GCMS

16. Once an application's information has been Exported to GCMS, a checkmark will appear in the "Sent To GCMS" column.



GCMS Chinook Tab :: It's All New

The screenshot shows the GCMS Chinook Tab interface. It has a menu bar with File, Edit, View, Navigate, Query, Tools, and Help. Below the menu is a Site Map and a Report(s) section. The main area is divided into three sections:

- Chinook Upload Session:** A table with columns: Id, Name, Status, # Applications, # Approved Co, # Refused Co, # Withdrawn Co, # Errors. The table shows data for 'Not Started', 'Complete - N...', 'Complete - E...', and 'Complete - Er...'. A large number '1' is overlaid on this section.
- Paste Chinook Decision Data:** A text area for pasting decision data. A large number '2' is overlaid on this section.
- Uploaded Chinook Apps List:** A table with columns: Upload Status, Error Details, Application Number, CK Elig. Rec. Upload, CK Findac Upload, GCMS Eligibility, GCMS Final Decision, CK Refus. Grounds Code, CK Refus. Grounds Text, CK App Note Upload, CK Infosharing Code Upload, CK Print Queue. A large number '3' is overlaid on this section.

Basics

Quick basics about the Chinook Tab:

- Decisions entered in the Chinook Tab, will never overwrite existing decisions in Chinook (including Eligibility and Findecs)
- Any application processed in the Chinook tab will always be tagged to the Chinook Session ID – so it can be queried at a future time.
- All Chinook Tab data will be available via Answers Queries Errors that typically prevent applications from being finalized (i.e. Cost Recovery fee outstanding, Biometrics not assessed, open Criminality/Security assessments or Verifications etc) will continue to be returned in the Chinook Tab.

There are three sections to the new Chinook Tab:

1. Chinook Upload Session

- To Create new Chinook Upload Session (much like creating a group)

2. Paste Chinook Decision Data

- Paste data here after clicking “Export to GCMS” button in Chinook

3. Uploaded Chinook Apps List

- Review uploaded Chinook Application information

Creating a new Chinook Session

1. Before pasting information from the Export to GCMS Chinook button, a new Chinook Session must be created.
2. In the Chinook Upload Session window, click **New** button

The screenshot shows the GCMS Chinook Tab interface. It has a menu bar with File, Edit, View, Navigate, Query, Tools, and Help. Below the menu is a Site Map and a Report(s) section. The main area is divided into three sections:

- Chinook Upload Session:** A table with columns: Id, Name, Status, # Applications, # Approved Co, # Refused Co, # Withdrawn Co, # Errors. The table shows data for 'Not Started', 'Complete - N...', 'Complete - E...', and 'Complete - Er...'. A large number '1' is overlaid on this section.
- Paste Chinook Decision Data:** A text area for pasting decision data. A large number '2' is overlaid on this section.
- Uploaded Chinook Apps List:** A table with columns: Upload Status, Error Details, Application Number, CK Elig. Rec. Upload, CK Findac Upload, GCMS Eligibility, GCMS Final Decision, CK Refus. Grounds Code, CK Refus. Grounds Text, CK App Note Upload, CK Infosharing Code Upload, CK Print Queue. A large number '3' is overlaid on this section.

3. **Session ID:** A new Chinook Session ID # will appear in the ID column
4. **Name:** The Session name can be edited in the name column. The name will default to the Session ID if not modified by the user

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Pasting Chinook Data into Chinook Tab

5. In the *Paste Chinook Decision Data* section of the tab, paste (CTRL+V) your data from the *Export to GCMS* button in Chinook.

Paste Chinook Decision Data

Menu

Upload Chinook Data

Chinook Application Number|V334693085

Chinook Eligibility Assessment|33

Chinook Final Decision|01

Chinook Decision By|

Chinook Generate Documents|Y

Chinook Decision Raw Data.

NOTE: A “\$” sign will appear at the end of the pasted Chinook information. This indicates the end of the information. Do not hit enter, or enter any other characters after this \$ - it will cause an error.

6. Click the *Upload Chinook Data* button to review your application information.

NOTE: This will not process the decisions, it will pull the Chinook decision information into the Uploaded Chinook Data list for review.

Review Uploaded Chinook Apps List

7. The application information entered in Chinook will appear in the Uploaded Chinook Data window:

| Uploaded Chinook Apps List | | | | | | |
|------------------------------------|---------------|--------------------|----------------------|------------------|------------------|---------------------|
| MenuQueryProcess Chinook Decisions | | | | | | |
| Upload Status | Error Details | Application number | CK Elig. Dec. Upload | CK Findec Upload | GCMS Eligibility | GCMS Final Decision |
| Not Started | | | Passed | Approved | | |

8. The following information can be reviewed in the relevant columns:

Upload Chinook Apps List Columns:

| Uploaded Chinook Apps List | | | | | | |
|------------------------------------|---------------|--------------------|----------------------|------------------|------------------|---------------------|
| MenuQueryProcess Chinook Decisions | | | | | | |
| Upload Status | Error Details | Application number | CK Elig. Dec. Upload | CK Findec Upload | GCMS Eligibility | GCMS Final Decision |
| Not Started | | | Passed | Approved | | |

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Using the Process Chinook Data button

9. Once applications have been reviewed – click the *Process Chinook Decisions* to complete the final decision activities for the applications.



NOTE: Depending on the number of applications being processed, the delay may be several minutes. **The buffer wheel will only appear for 90seconds and then will disappear. This does not mean that the processing has crashed.** Status will change to Complete or Complete- Error once processing is done.

SUGGESTIONS:

- Do not process more than 25 applications at a time.
- Continue review of remaining applications in Chinook while you wait for the Chinook Tab to finish processing.

Upload Statuses & Summaries

The Chinook Upload Session status will indicate the processing status of the group of applications in that session.

Chinook Upload Session

Chinook Upload Session

Menu

New

Query

| Id | Status | # Applications | # Approver | # Refuse | # Withdraw | # Errors | Errors | Elapsed Time |
|----|-----------------------|----------------|------------|----------|------------|----------|--------------|--------------|
| | Uploaded | 1 | 0 | 0 | 0 | 0 | | |
| | Complete - Error | 1 | 0 | 0 | 0 | 1 | | 2 seconds |
| | Error - Upload Failed | 1 | 0 | 0 | 0 | 0 | Upload fa... | |
| | Complete - No Error | 8 | 2 | 4 | 2 | 0 | | 30 seconds |

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Application Error Statuses

As mentioned above, errors typically returned to a user to indicate that the application cannot be finalized, will still appear in the Chinook Tab under Application Error Status.

There are several new errors listed below that are specific to the Chinook Tab:

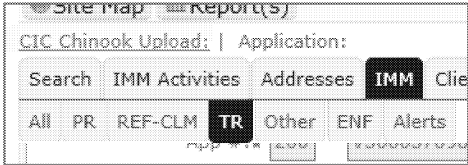
Fixing Application Errors

10. Should an error occur on an application, click on the Application Number hyperlink.

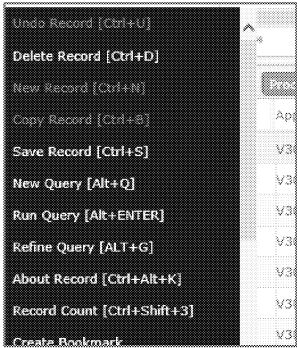
| | | | | | | | | |
|---|-----------------------|---|---|---|---|---|---|--------|
| 1-4PI1V30 | Complete - Error | 8 | 0 | 0 | 0 | 0 | 8 | |
| 1-4PI1V1U | Error - Upload Failed | 8 | 0 | 0 | 0 | 0 | 0 | Upload |
| <div>1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000 1001 1002 1003 1004 1005 1006 1007 1008 1009 1010 1011 1012 1013 1014 1015 1016 1017 1018 1019 1020 1021 1022 1023 1024 1025 1026 1027 1028 1029 1030 1031 1032 1033 1034 1035 1036 1037 1038 1039 1040 1041 1042 1043 1044 1045 1046 1047 1048 1049 1050 1051 1052 1053 1054 1055 1056 1057 1058 1059 1060 1061 1062 1063 1064 1065 1066 1067 1068 1069 1070 1071 1072 1073 1074 1075 1076 1077 1078 1079 1080 1081 1082 1083 1084 1085 1086 1087 1088 1089 1090 1091 1092 1093 1094 1095 1096 1097 1098 1099 1100 1101 1102 1103 1104 1105 1106 1107 1108 1109 1110 1111 1112 1113 1114 1115 1116 1117 1118 1119 1120 1121 1122 1123 1124 1125 1126 1127 1128 1129 1130 1131 1132 1133 1134 1135 1136 1137 1138 1139 1140 1141 1142 1143 1144 1145 1146 1147 1148 1149 1150 1151 1152 1153 1154 1155 1156 1157 1158 1159 1160 1161 1162 1163 1164 1165 1166 1167 1168 1169 1170 1171 1172 1173 1174 1175 1176 1177 1178 1179 1180 1181 1182 1183 1184 1185 1186 1187 1188 1189 1190 1191 1192 1193 1194 1195 1196 1197 1198 1199 1200 1201 1202 1203 1204 1205 1206 1207 1208 1209 1210 1211 1212 1213 1214 1215 1216 1217 1218 1219 1220 1221 1222 1223 1224 1225 1226 1227 1228 1229 1230 1231 1232 1233 1234 1235 1236 1237 1238 1239 1240 1241 1242 1243 1244 1245 1246 1247 1248 1249 1250 1251 1252 1253 1254 1255 1256 1257 1258 1259 1260 1261 1262 1263 1264 1265 1266 1267 1268 1269 1270 1271 1272 1273 1274 1275 1276 1277 1278 1279 1280 1281 1282 1283 1284 1285 1286 1287 1288 1289 1290 1291 1292 1293 1294 1295 1296 1297 1298 1299 1300 1301 1302 1303 1304 1305 1306 1307 1308 1309 1310 1311 1312 1313 1314 1315 1316 1317 1318 1319 1320 1321 1322 1323 1324 1325 1326 1327 1328 1329 1330 1331 1332 1333 1334 1335 1336 1337 1338 1339 1340 1341 1342 1343 1344 1345 1346 1347 1348 1349 1350 1351 1352 1353 1354 1355 1356 1357 1358 1359 1360 1361 1362 1363 1364 1365 1366 1367 1368 1369 1370 1371 1372 1373 1374 1375 1376 1377 1378 1379 1380 1381 1382 1383 1384 1385 1386 1387 1388 1389 1390 1391 1392 1393 1394 1395 1396 1397 1398 1399 1400 1401 1402 1403 1404 1405 1406 1407 1408 1409 1410 1411 1412 1413 1414 1415 1416 1417 1418 1419 1420 1421 1422 1423 1424 1425 1426 1427 1428 1429 1430 1431 1432 1433 1434 1435 1436 1437 1438 1439 1440 1441 1442 1443 1444 1445 1446 1447 1448 1449 1450 1451 1452 1453 1454 1455 1456 1457 1458 1459 1460 1461 1462 1463 1464 1465 1466 1467 1468 1469 1470 1471 1472 1473 1474 1475 1476 1477 1478 1479 1480 1481 1482 1483 1484 1485 1486 1487 1488 1489 1490 1491 1492 1493 1494 1495 1496 1497 1498 1499 1500 1501 1502 1503 1504 1505 1506 1507 1508 1509 1510 1511 1512 1513 1514 1515 1516 1517 1518 1519 1520 1521 1522 1523 1524 1525 1526 1527 1528 1529 1530 1531 1532 1533 1534 1535 1536 1537 1538 1539 1540 1541 1542 1543 1544 1545 1546 1547 1548 1549 1550 1551 1552 1553 1554 1555 1556 1557 1558 1559 1560 1561 1562 1563 1564 1565 1566 1567 1568 1569 1570 1571 1572 1573 1574 1575 1576 1577 1578 1579 1580 1581 1582 1583 1584 1585 1586 1587 1588 1589 1590 1591 1592 1593 1594 1595 1596 1597 1598 1599 1600 1601 1602 1603 1604 1605 1606 1607 1608 1609 1610 1611 1612 1613 1614 1615 1616 1617 1618 1619 1620 1621 1622 1623 1624 1625 1626 1627 1628 1629 1630 1631 1632 1633 1634 1635 1636 1637 1638 1639 1640 1641 1642 1643 1644 1645 1646 1647 1648 1649 1650 1651 1652 1653 1654 1655 1656 1657 1658 1659 1660 1661 1662 1663 1664 1665 1666 1667 1668 1669 1670 1671 1672 1673 1674 1675 1676 1677 1678 1679 1680 1681 1682 1683 1684 1685 1686 1687 1688 1689 1690 1691 1692 1693 1694 1695 1696 1697 1698 1699 1700 1701 1702 1703 1704 1705 1706 1707 1708 1709 1710 1711 1712 1713 1714 1715 1716 1717 1718 1719 1720 1721 1722 1723 1724 1725 1726 1727 1728 1729 1730 1731 1732 1733 1734 1735 1736 1737 1738 1739 1740 1741 1742 1743 1744 1745 1746 1747 1748 1749 1750 1751 1752 1753 1754 1755 1756 1757 1758 1759 1760 1761 1762 1763 1764 1765 1766 1767 1768 1769 1770 1771 1772 1773 1774 1775 1776 1777 1778 1779 1780 1781 1782 1783 1784 1785 1786 1787 1788 1789 1790 1791 1792 1793 1794 1795 1796 1797 1798 1799 1800 1801 1802 1803 1804 1805 1806 1807 1808 1809 1810 1811 1812 1813 1814 1815 1816 1817 1818 1819 1820 1821 1822 1823 1824 1825 1826 1827 1828 1829 1830 1831 1832 1833 1834 1835 1836 1837 1838 1839 1840 1841 1842 1843 1844 1845 1846 1847 1848 1849 1850 1851 1852 1853 1854 1855 1856 1857 1858 1859 1860 1861 1862 1863 1864 1865 1866 1867 1868 1869 1870 1871 1872 1873 1874 1875 1876 1877 1878 1879 1880 1881 1882 1883 1884 1885 1886 1887 1888 1889 1890 1891 1892 1893 1894 1895 1896 1897 1898 1899 1900 1901 1902 1903 1904 1905 1906 1907 1908 1909 1910 1911 1912 1913 1914 1915 1916 1917 1918 1919 1920 1921 1922 1923 1924 1925 1926 1927 1928 1929 1930 1931 1932 1933 1934 1935 1936 1937 1938 1939 1940 1941 1942 1943 1944 1945 1946 1947 1948 1949 1950 1951 1952 1953 1954 1955 1956 1957 1958 1959 1960 1961 1962 1963 1964 1965 1966 1967 1968 1969 1970 1971 1972 1973 1974 1975 1976 1977 1978 1979 1980 1981 1982 1983 1984 1985 1986 1987 1988 1989 1990 1991 1992 1993 1994 1995 1996 1997 1998 1999 2000 2001 2002 2003 2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 2217 2218 2219 2220 2221 2222 2223 2224 2225 2226 2227 2228 2229 2230 2231 2232 2233 2234 2235 2236 2237 2238 2239 2240 2241 2242 2243 2244 2245 2246 2247 2248 2249 2250 2251 2252 2253 2254 2255 2256 2257 2258 2259 2260 2261 2262 2263 2264 2265 2266 2267 2268 2269 2270 2271 2272 2273 2274 2275 2276 2277 2278 2279 2280 2281 2282 2283 2284 2285 2286 2287 2288 2289 2290 2291 2292 2293 2294 2295 2296 2297 2298 2299 2300 2301 2302 2303 2304 2305 2306 2307 2308 2309 2310 2311 2312 2313 2314 2315 2316 2317 2318 2319 2320 2321 2322 2323 2324 2325 2326 2327 2328 2329 2330 2331 2332 2333 2334 2335 2336 2337 2338 2339 2340 2341 2342 2343 2344 2345 2346 2347 2348 2349 2350 2351 2352 2353 2354 2355 2356 2357 2358 2359 2360 2361 2362 2363 2364 2365 2366 2367 2368 2369 2370 2371 2372 2373 2374 2375 2376 2377 2378 2379 2380 2381 2382 2383 2384 2385 2386 2387 2388 2389 2390 2391 2392 2393 2394 2395 2396 2397 2398 2399 2400 2401 2402 2403 2404 2405 2406 2407 2408 2409 2410 2411 2412 2413 2414 2415 2416 2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 2428 2429 2430 2431 2432 2433 2434 2435 2436 2437 2438 2439 2440 2441 2442 2443 2444 2445 2446 2447 2448 2449 2450 2451 2452 2453 2454 2455 2456 2457 2458 2459 2460 2461 2462 2463 2464 2465 2466 2467 2468 2469 2470 2471 2472 2473 2474 2475 2476 2477 2478 2479 2480 2481 2482 2483 2484 2485 2486 2487 2488 2489 2490 2491 2492 2493 2494 2495 2496 2497 2498 2499 2500 2501 2502 2503 2504 2505 2506 2507 2508 2509 2510 2511 2512 2513 2514 2515 2516 2517 2518 2519 2520 2521 2522 2523 2524 2525 2526 2527 2528 2529 2530 2531 2532 2533 2534 2535 2536 2537 2538 2539 2540 2541 2542 2543 2544 2545 2546 2547 2548 2549 2550 2551 2552 2553 2554 2555 2556 2557 2558 2559 2560 2561 2562 2563 2564 2565 2566 2567 2568 2569 2570 2571 2572 2573 2574 2575 2576 2577 2578 2579 2580 2581 2582 2583 2584 2585 2586 2587 2588 2589 2590 2591 2592 2593 2594 2595 2596 2597 2598 2599 2600 2601 2602 2603 2604 2605 2606 2607 2608 2609 2610 2611 2612 2613 2614 2615 2616 2617 2618 2619 2620 2621 2622 2623 2624 2625 2626 2627 2628 2629 2630 2631 2632 2633 2634 2635 2636 2637 2638 2639 2640 2641 2642 2643 2644 2645 2646 2647 2648 2649 2650 2651 2652 2653 2654 2655 2656 2657 2658 2659 2660 2661 2662 2663 2664 2665 2666 2667 2668 2669 26</div> | | | | | | | | |

Deleting Applications from a Session

- Fix the error, if possible and use the breadcrumb to return to the Chinook Session Tab.



- Click the Process Chinook Decisions button, and all applications that are not at *Status= Complete* will be re-processed.
- To delete an application from a Session, highlight the application(s) and click *Menu>Delete Record*.


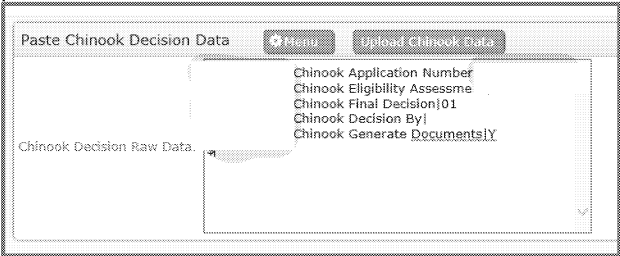


s.19(1)

Troubleshooting

The Chinook+ and Chinook Tab are new and there may be bugs that have not been identified..

There are a few known issues that are identified below to assist with troubleshooting:

| Issue | Workaround |
|--|--|
| <p>The buffer wheel disappears and it looks like the Chinook session has crashed.</p> <p>OR Chrome gives me this Page Unresponsive message:</p>  | <p>In GCMS, the buffer wheel automatically disappears after 60-90second. Unfortunately, this isn't something we could easily fix.</p> <p>So trust it and let it run – the Session Status will change to Complete – No Error or Complete – Error once it's done.</p> <p>Do not click the Process button again as this will actually make it crash.</p> |
| <p>When I paste my information from Chinook into the Chinook Raw Data window, I see a \$ and then some other symbols:</p> <p>Ex:</p> <pre>V1 Chinook Application Number V1 V1 Chinook Eligibility Assessment 33 V1 Chinook Final Decision 01 V1 Chinook Decision By V1 Chinook Generate Documents Y \$ >p</pre> | <p>To avoid errors in the Chinook Tab, ensure that there are no extra characters or spaces after you paste in the Chinook Data window:</p>  |

Delete all extra characters and spaces after the \$.

ANNEX A

Biometric Action Column

| Biometric Action Column Display | Biometrics Details Column: Lead Tag Line | Logic |
|--|--|-------|
| POT ERROR – SEE GCMS | Potential Info Sharing Error – see GCMS | |
| ERROR Q1 – SEE GCMS | Info Sharing Q1 Failure – see GCMS | |
| ERROR Q2 – SEE GCMS | Info Sharing Q2 Failure – see GCMS | |
| NOT ASSOCIATED OR ALL NOT ASSOCIATED | Biometrics Not Associated - see GCMS | |
| POT ADV - SEE GCMS | Potentially Adverse Info – see GCMS | |

NOTE: The detailed information for this record will not be provided in Chinook. Decision-Maker will be required to review information in GCMS and the Biometrics Assessment checkboxes for this application will be disabled in Chinook.

| | |
|---------------------|----------------------------|
| USA pending | Additional Info – see GCMS |
| NZL Pending | |
| AUS pending | |
| USA/NZL/AUS pending | |
| USA/NZL pending | |
| USA/AUS pending | |
| NZL/AUS pending | |

| | |
|--|----------|
| COMPLETE (COUNTRY) OR ALL COMPLETE | COMPLETE |
|--|----------|

| | |
|--------------------------------|---------|
| (COUNTRY) NRT OR ALL NRT | ALL NRT |
|--------------------------------|---------|

| | |
|--------------------------------------|------------|
| EXEMPT (COUNTRY) OR ALL EXEMPT | ALL EXEMPT |
|--------------------------------------|------------|

| | |
|---|------------|
| INCOMPLETE FINGERPRINT (COUNTRY) OR INCOMPLETE NOT STARTED OR ALL INCOMPLETE | INCOMPLETE |
|---|------------|

BIOMETRIC STATUSES THAT WILL APPEAR AFTER DECISION-MAKER REVIEW

| | |
|-----------------|--|
| REVIEWED | If the user has reviewed Biometrics and clicked on an assessment check box and "Save Biometrics Action" button |
| REVIEW REQUIRED | User has checked the "Review Required" box in the Biometrics Action Column |

s.16(2)(c)

ANNEX B

Final Decision Logic - TRV

| | Activity/Field in GCMS | Final Decision | | |
|--|---|---|--|---|
| | | Approval | Refusal | Withdrawal |
| Eligibility & Findec | Eligibility Assessment | Eligibility: Passed | Eligibility: Failed | Eligibility: (blank – unless already Passed or Failed) |
| | Final Assessment | Final Decision : Approved | Final Decision : Refused | Final Decision : Withdrawn |
| Notes | Notes tab | Yes | Yes | Yes |
| Refusal Grounds: | Finalize Application>Refusal Grounds | N/A | Yes | N/A |
| Correspondence: | Correspondence>Outgoing | Ppt Request Itr = Generate | Refusal Letter = Generate | No letter generated – cannot automate letters that have to be picked from the T:Drive |
| | | Ppt Request Itr = Sent | Refusal Letter = Sent | |
| | | Ppt Request Itr = Generate | Refusal Letter = Generate | |
| Counterfoil | Finalize Application> Document Issuance | Generate and set Print Queue | N/A | N/A |
| Things GCMS won't let us automate that you'll still have to do : | | If Received Via Other/VAC = set letter to Sent Set Validity Date if change is required | If Received Via Other/VAC = set letter to Sent | Send withdrawal letter |

s.16(2)(c)

Final Decision Logic - SP

| | | Final Decision | | |
|--|--|---|--|---|
| | Activity/Field in GCMS | Approval | Refusal | Withdrawal |
| Eligibility & Findec | Eligibility Assessment | Eligibility: Passed | Eligibility: Failed | Eligibility: (blank – unless already Passed or Failed) |
| | Final Assessment | Final Decision : Approved | Final Decision : Refused | Final Decision : Withdrawn |
| Notes | Notes tab | Yes | Yes | Yes |
| Refusal Grounds: | Finalize Application>Refusal Grounds | N/A | Yes | N/A |
| Correspondence: | Correspondence>Outgoing | POE Intro Ltr = Generate Study Permit = Authorized | Refusal Letter = Generate | No letter generated – cannot automate letters that have to be picked from the T:Drive |
| | | POE Intro Ltr = Generate Study Permit = Authorized Original Ppt Request = Sent | Refusal Letter = Sent | |
| | | POE Intro Ltr = Generate Study Permit = Authorized Original Ppt Request = Generate | Refusal Letter = Generate | |
| Counterfoil | Finalize Application> Document Issuance | Generate and set Print Queue Set Validity Date Counterfoil = Generate eTA = Authorized | N/A | N/A |
| Permit | Finalize Application >Document Issuance>Type = Permit – SP | Set Validity Date | | |
| | | User Remarks based on Chinook entry Conditions based on Chinook entry | | |
| Things GCMS won't let us automate that you'll still have to do : | | If Received Via Other/VAC = set letter to Sent | If Received Via Other/VAC = set letter to Sent | Send withdrawal letter |

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| Final Decision Logic – SP-EXT | | Final Decision | | |
|--|--|---|--|---|
| | Activity/Field in GCMS | Approval | Refusal | Withdrawal |
| Eligibility & Findec | Eligibility Assessment | Eligibility: Passed | Eligibility: Failed | Eligibility: (blank – unless already Passed or Failed) |
| | Final Assessment | Final Decision : Approved | Final Decision : Refused | Final Decision : Withdrawn |
| Notes | Notes tab | Yes | Yes | Yes |
| Refusal Grounds: | Finalize Application>Refusal Grounds | N/A | Yes | N/A |
| | Refusal Letter Details>Paragraph Type | | Refusal Letters Details> Paragraph Type based on Chinook entry | |
| Correspondence: | Correspondence>Outgoing | Study Permit = Generate | Refusal Letter = Sent | No letter generated – cannot automate letters that have to be picked from the T:Drive |
| | | Study Permit = Generate | Refusal Letter = Sent | |
| Counterfoil | Finalize Application> Document Issuance | Generate and set Print Queue Set Validity Date Counterfoil = Generate eTA = Authorized | N/A | N/A |
| Permit | Finalize Application >Document Issuance>Type = Permit – SP | Set Validity Date | N/A | N/A |
| | | User Remarks based on Chinook entry Conditions based on Chinook entry | | |
| Things GCMS won't let us automate that you'll still have to do : | | Set Study Permit to Authorized | N/A | Send withdrawal letter |

Final Decision Logic - WP

| | | Final Decision | | |
|----------------------|--|---|--|---|
| | Activity/Field in GCMS | Approval | Refusal | Withdrawal |
| Eligibility & Findec | Eligibility Assessment | Eligibility: Passed | Eligibility: Failed | Eligibility: (blank – unless already Passed or Failed) |
| | Final Assessment | Final Decision : Approved | Final Decision : Refused | Final Decision : Withdrawn |
| Notes | Notes tab | Yes | Yes | Yes |
| Refusal Grounds: | Finalize Application>Refusal Grounds | N/A | Yes | N/A |
| | Refusal Letter Details>Paragraph Type | | Refusal Letters Details> Paragraph Type based on Chinook entry | |
| Correspondence: | Correspondence>Outgoing | POE Introduction Ltr = Generate Work Permit = Authorized | Refusal Letter = Generate | |
| | | POE Introduction Ltr = Generate Work Permit = Authorized Original Passport Request = Sent | Refusal Letter = Sent | No letter generated – cannot automate letters that have to be picked from the T:Drive |
| | | POE Introduction Ltr = Generate Work Permit = Authorized Original Passport Request = Generate | Refusal Letter = Generate | |
| Counterfoil | Finalize Application> Document Issuance | Generate and set Print Queue Set Validity Date Counterfoil = Generate eTA = Authorized | N/A | N/A |
| Permit | Finalize Application >Document Issuance>Type = Permit – WP | Set Validity Date User Remarks based on Chinook entry Conditions based on Chinook entry | N/A | N/A |

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| | | | |
|--|--|--|------------------------|
| Things GCMS won't let us automate that you'll still have to do : | If Received Via Other/VAC = set letter to Sent | If Received Via Other/VAC = set letter to Sent | Send withdrawal letter |
|--|--|--|------------------------|

Final Decision Logic – WP-EXT

| Final Decision Logic - WP - EXT | | Final Decision | | |
|--|--|---|--|---|
| | Activity/Field in GCMS | Approval | Refusal | Withdrawal |
| Eligibility & Findec | Eligibility Assessment | Eligibility: Passed | Eligibility: Failed | Eligibility: (blank – unless already Passed or Failed) |
| | Final Assessment | Final Decision : Approved | Final Decision : Refused | Final Decision : Withdrawn |
| Notes | Notes tab | Yes | Yes | Yes |
| Refusal Grounds: | Finalize Application>Refusal Grounds | N/A | Yes | N/A |
| | Refusal Letter Details>Paragraph Type | | Refusal Letters Details> Paragraph Type based on Chinook entry | |
| Correspondence: | Correspondence>Outgoing | Work Permit = Generate | Refusal Letter = Generate | |
| | | Work Permit = Generate | Refusal Letter = Sent | No letter generated – cannot automate letters that have to be picked from the T:Drive |
| | | Work Permit = Generate | Refusal Letter = Generate | |
| Counterfoil | Finalize Application> Document Issuance | Generate and set Print Queue Set Validity Date Counterfoil = Generate eTA = Authorized | N/A | N/A |
| Permit | Finalize Application >Document Issuance>Type = Permit – WP-EXT | Set Validity Date | N/A | N/A |
| | | User Remarks based on Chinook entry Conditions based on Chinook entry | | |
| Things GCMS won't let us automate that you'll still have to do : | | If Received Via Other/VAC = set letter to Sent | If Received Via Other/VAC = set letter to Sent | Send withdrawal letter |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

ANNEX C

Eligibility Logic

| Decision-Maker Entry in Chinook | | What happens in GCMS | | |
|---------------------------------|--|--------------------------------|---|--|
| If Chinook Final Decision = | THEN Chinook Eligibility will be set to: | If Existing GCMS Eligibility = | THEN Chinook Tab will set GCMS Eligibility to: | THEN Error Message = |
| Approved | Passed | Blank | Passed | n/a |
| | | In Progress | Passed | n/a |
| | | Not Started | Passed | n/a |
| | | Recommend Interview | Passed | n/a |
| | | Recommend Passed | Passed | n/a |
| | | Review Required | Passed | n/a |
| | | Passed | Will not overwrite existing Eligibility decision, but will continue with remaining Final Decision actions | n/a |
| | | Not Met | No actions will be completed. Will return Error to Officer. | "Eligibility is Not Met" |
| Refused | Failed | Failed | No actions will be completed. Will return Error to Officer | "Application's Final Assessment cannot be updated due to Eligibility Assessment value" |
| | | Blank | Failed | n/a |
| | | In Progress | Failed | n/a |
| | | Not Started | Failed | n/a |
| | | Recommend Interview | Failed | n/a |
| | | Recommend Passed | Failed | n/a |
| | | Review Required | Failed | n/a |
| | | Passed | No actions will be completed. Will return Error to Officer | "Application's Final Assessment cannot be updated due to Eligibility Assessment value" |
| | | Not Met | Failed | |
| | | Failed | Will not overwrite existing Eligibility decision, but will continue with remaining Final Decision actions | |
| Withdrawal | Blank | Blank | Blank | |
| | | In Progress | Blank | |
| | | Not Started | Blank | |
| | | Recommend Interview | Blank | |
| | | Recommend Passed | Blank | |
| | | Review Required | Blank | |
| | | Passed | Will not overwrite existing Eligibility decision, but will continue with remaining Final Decision actions | |
| | | Not Met | No actions will be completed. Will return Error to Officer. | "Eligibility is Not Met" |
| | | Failed | No actions will be completed. Will return Error to Officer. | "Eligibility is Failed" |

Welcome to the Chinook Module 5 Indicator Submission Template!

In order to submit a new set of indicators for inclusion in Chinook Module 5, you must complete the attached submission template.

The submission will be reviewed by NHQ and if approved, added to the following Module 5 indicator database for use across IRCC.

How to Complete the Form

IRCC Office Name: Select from the dropdown to match Chinook Module 5 Source List.

Summary of Submission: Indicate here a brief summary of the submission, including how it was encountered. This is your opportunity to explain why this indicator set should be included in Module 5.

Source: Select from the dropdown to match Chinook Module 5 Source List.

Rule Origin: Select from the dropdown to match Chinook Module 5 Source List.

Rule Type: Select from the dropdown to match Chinook Module 5 Source List.

Criteria: Indicate the criteria/filters that will be used to identify the applications/clients which will be filtered for in Chinook.

Ex. Client COB **equals**

Employer **CONTAINS** "Engineer"

DLI **does NOT equal** University of Ottawa

Please be precise and try to ensure your criteria do not capture too wide of a group. Ensure you select criteria only from one module OR the other. You cannot combine criteria from Mod1 and Mod3.

You can use equals (==), does not equal (!=), or contains (~=)

Validity Period: 4 months is the default period for an indicator set to be included. Only provide justification if anything other than 4 months is required.

Rule Logic: Provide a short explanation of the logic for rule inclusion in Chinook Module 5.



Ex.

Rule Instructions: Indicate here the information/instruction to be displayed to user if the indicators are matched.

Examples:

Sample Application Numbers: Use this field to provide some sample application numbers which should match the criteria you have provided that can be tested. If the sample application numbers do not get flagged in Chinook, we will revert to you for additional information.

Other: Use this section to provide any other pertinent information which could not be included in the above. For example, if you have suggestions for how to expand the source, origin or type lists, include this information in this section.

How to submit the form: Once the form is complete, please save with the following naming format:

Mod5 Submission – [Office Name] – [Submission Date DD.MM.YYYY] – [Sequence #] (if submitting multiple submissions on the same day, the sequence # should increase

Ex. "Mod5 Submission – - 190211 – 1"

The saved submission is to be sent to: **IRCC.INRAO-AORRI.IRCC@cic.gc.ca**



IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23

s.16(2)(c)

| |
|--|
| IRCC Office Name: Choose an item. |
| Summary of Submission: |
| Source: Choose an item. |
| Rule Origin: Choose an item. |
| Rule Type: Choose an item. |
| Criteria: |
| *A list of all possible filters that can be selected from is attached as Annex A . |
| Validity Period: Choose an item. |
| Justification: |
| Rule Logic: |
| Rule Instructions: |
| Sample Application Numbers: |
| Other: |

Save as: Mod5 Submission -

23.06.2021 - #

Distribution within IRCC permitted

A4223616_81-000081



IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23

Annex A: Column List

s.16(2)(c)

| Module | Column | DataType |
|--------|--------|----------|
|--------|--------|----------|



IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23

s.16(2)(c)



IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23



IRCC Chinook Module 5 – Indicator Submission Template


Submission Date: 2021-06-23



IRCC Chinook Module 5 – Indicator Submission Template

Submission Date: 2021-06-23



| | | | |
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| 1 |  | File Management | |
| 2 |  | Pre-Assessment | |
| 3 |  | Decision Maker | |
| 4 |  | Post-Decision | |
| 5 |  | Indicator Management | Submission Template |
| 6 |  | Quality Assurance | |
| 7 |  | ToolBox | |

USER's GUIDE - Module 2

V14.1

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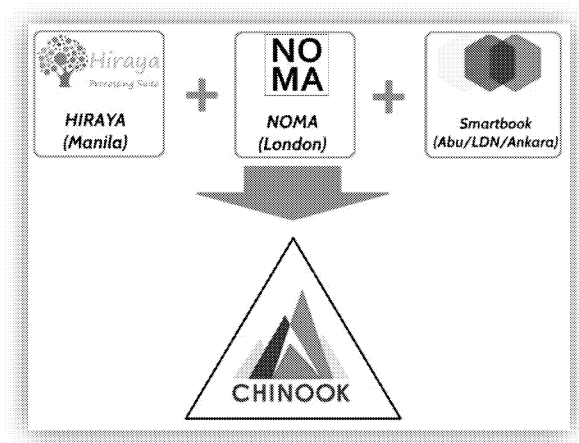
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INTRODUCTION

Chinook is a cross-network Temporary Resident (TR) processing suite developed by International Network (IN) – Centralized Network (CN) and Domestic Network (DN), with the support of IT Operations. This modern solution invoked several IRCC talents and stimulated the synergy of the group. The project is managed by (IN) and the tool itself is developed and managed by (CN).

History

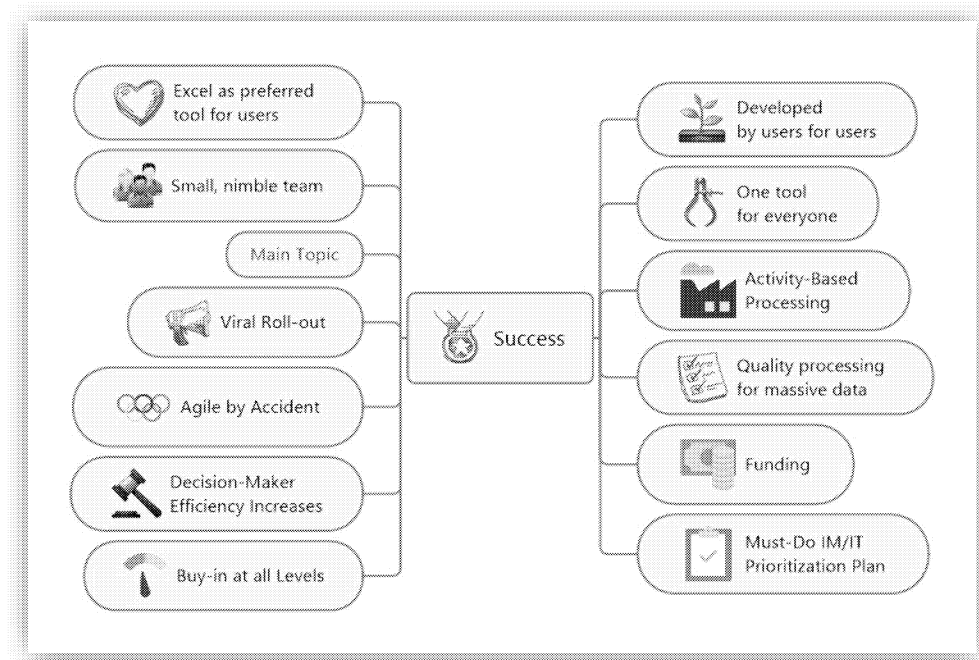


Overall goals

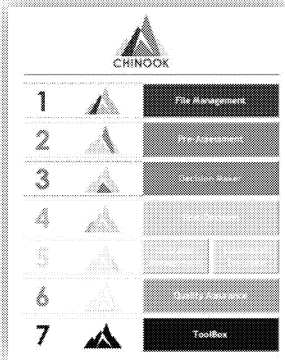
Apart from the time saving and the efficiency that chinook provides, here are the 3 main objectives:

- Replacing various office-specific tools
- Standardizing work sharing procedures
- Streamlining process regardless of processing office

Chinook Success

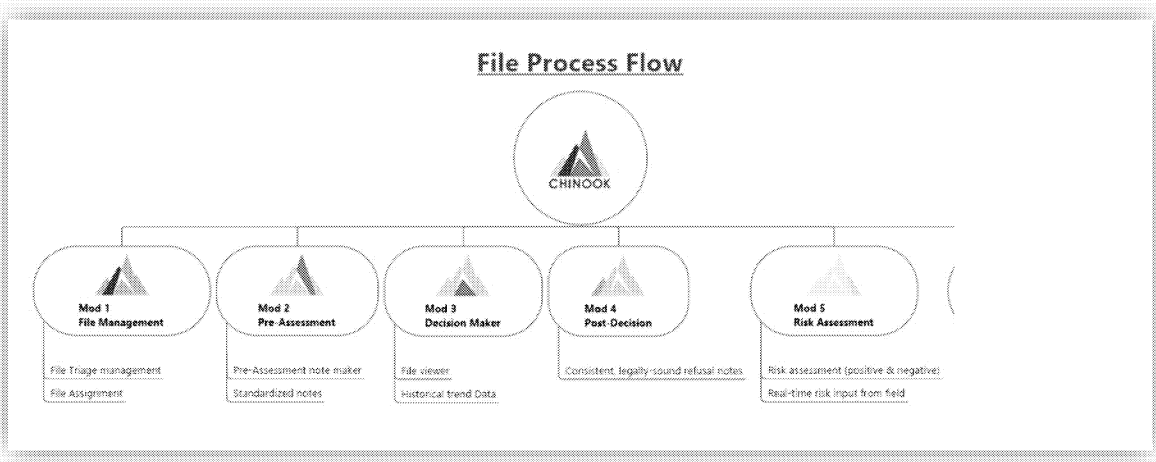


Overview / Splash Page



Chinook suite consists of **7 modules** with an additional **toolbox**. It unifies (TR) Process for the Integrated Network (excluding extensions).

File process flow



Launch & documentation

→ Requirements

CHINOOK requires IRCC Professional Laptop or Desktop, Windows & MsExcel up-to-date, your IRCC email and windows password and GCMS account.

→ Privacy statement

By using **Chinook**, the user recognizes having read IRCC rules of ethics and confidentiality in the training module: Protecting and Giving Access to Information at CIC (CC5540). If it is not done yet, we invite you to do it before using **Chinook**.

→ Access request

Chinook project is managed by the business coordinator (IN). The development of the tool is managed by the (CN) experts. For more information about ask your manager.

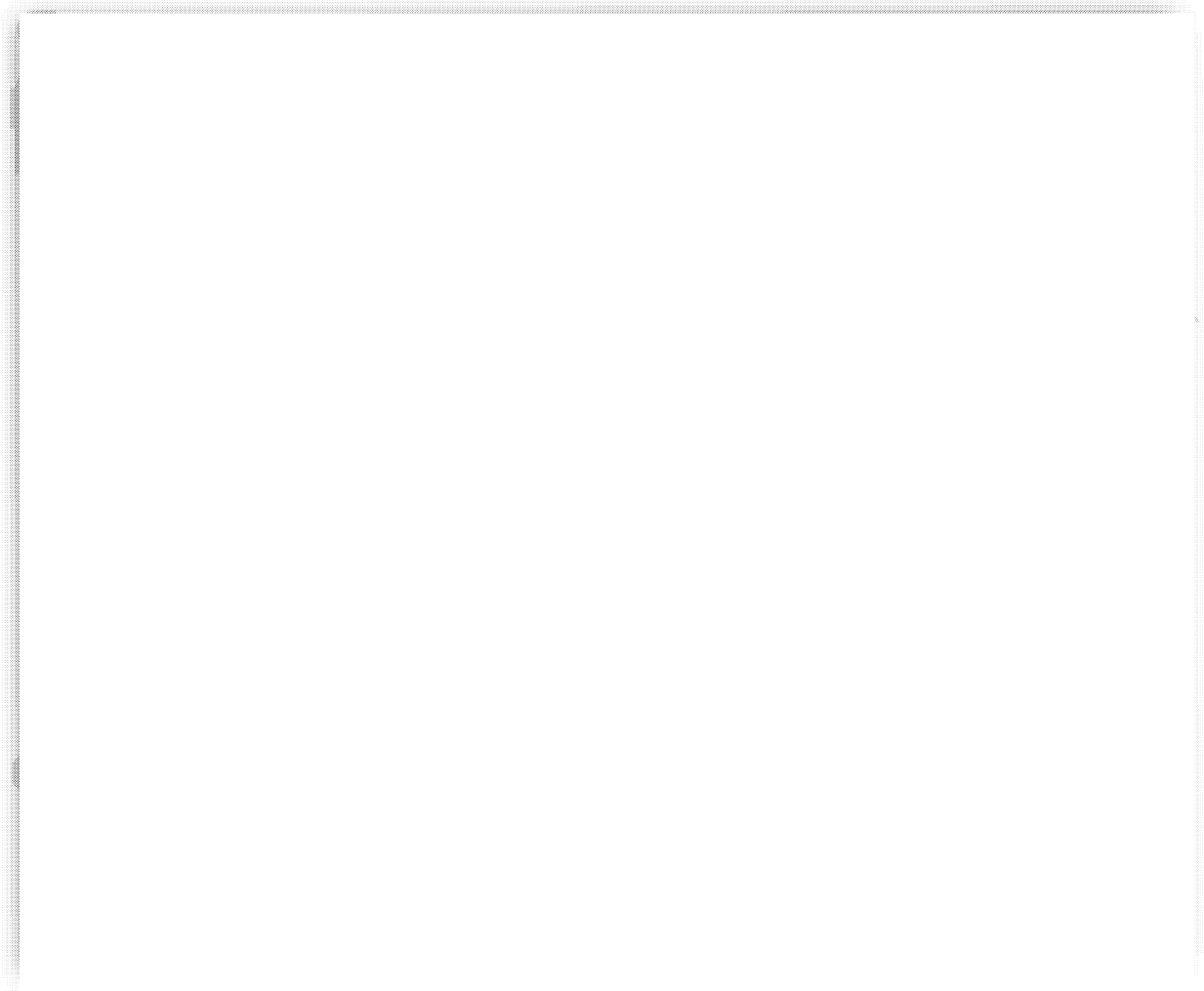
→ Any comments, suggestions, thoughts or compliments? Please contact: IN Chinook mailbox

MODULE 2 PRE-ASSESSMENT

The Module2 is focused on value added information promoting **standardization, objectivity, transparency** and **intelligibility**. This module leads the pre-assessors through an intuitive process to perform and satisfy clear expectations. Flexibility and customizable is built in through multiple dropdowns that can be filled to meet specific needs for each mission. There are also free text fields to provide maximum flexibility.

1. LINKS BETWEEN MOD#2, GCMS & OTHER MODULES

- From current data pulls for Chinook Mod3
- Mod2 output to GCMS must be via *Pre-Assessment Notes* field (previously was via *Travel itinerary* and this practice has been discontinued in March 2020)
- Mod3 already pulls *Pre-Assessment Notes* field
 - Delay of up to 12 hours for the data to be included in the next Mod3 data pull



2. MODULE 2 SETUP

2.1 Ensuring the link via works

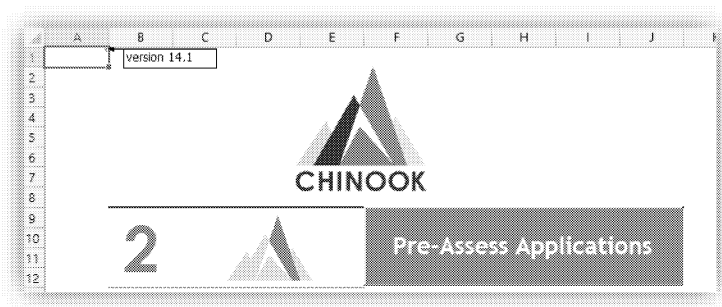
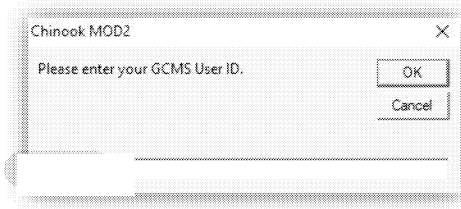
If you have a previous version of Mod2, you need to do following steps first to ensure the link via the works:

1. Go back to your **MOD2 folder**
2. Rename your old file "**Chinook – Mod2**" to "**Chinook – Mod2 v.x.x.x**"
3. Rename your "**Chinook – Mod2_new version**" to "**Chinook – Mod2**" to keep the same original name of the Module2
4. Doing so, we ensure your **Chinook** will call the right file and refer to the new version
5. Right click on the new version (actually named "**Chinook – Mod2**"), and select "**Properties**" then customize to "**Read only**".

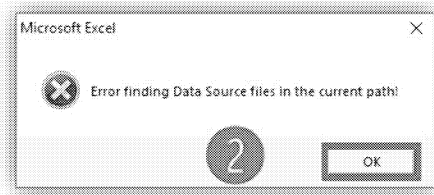
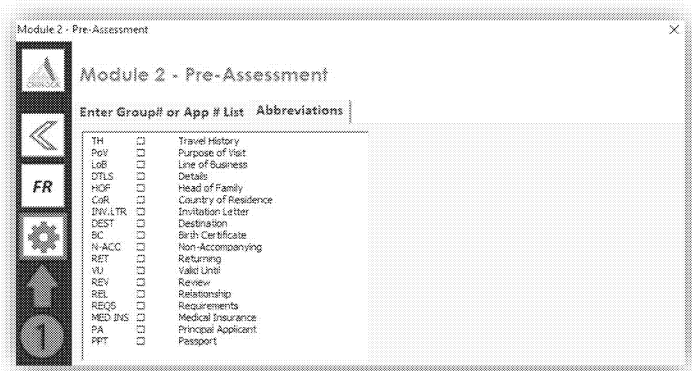
2.2 How to set up Chinook Mod2?

To set up Chinook Mod2, the first user will follow following steps:

1. Go to Here GCDocs Chinook Mod2 folder and download the latest version
2. Place the downloaded file under **your MOD2 folder** (your previous version location)
3. Rename the new version "Chinook – Mod 2" (or what makes sense for your office) AND follow the instructions to ensure the link via the works as detailed above
4. Open the document and click on "**Pre-Assess Applications**"
5. As first user, you will need to provide your **GCMS ID**. By default, the first user is granted Admin privileges.



6. Click the **1 Wheel button**. You will have to skip an error **2 Message**. The setup is composed of three different tabs (see Picture 02 below)



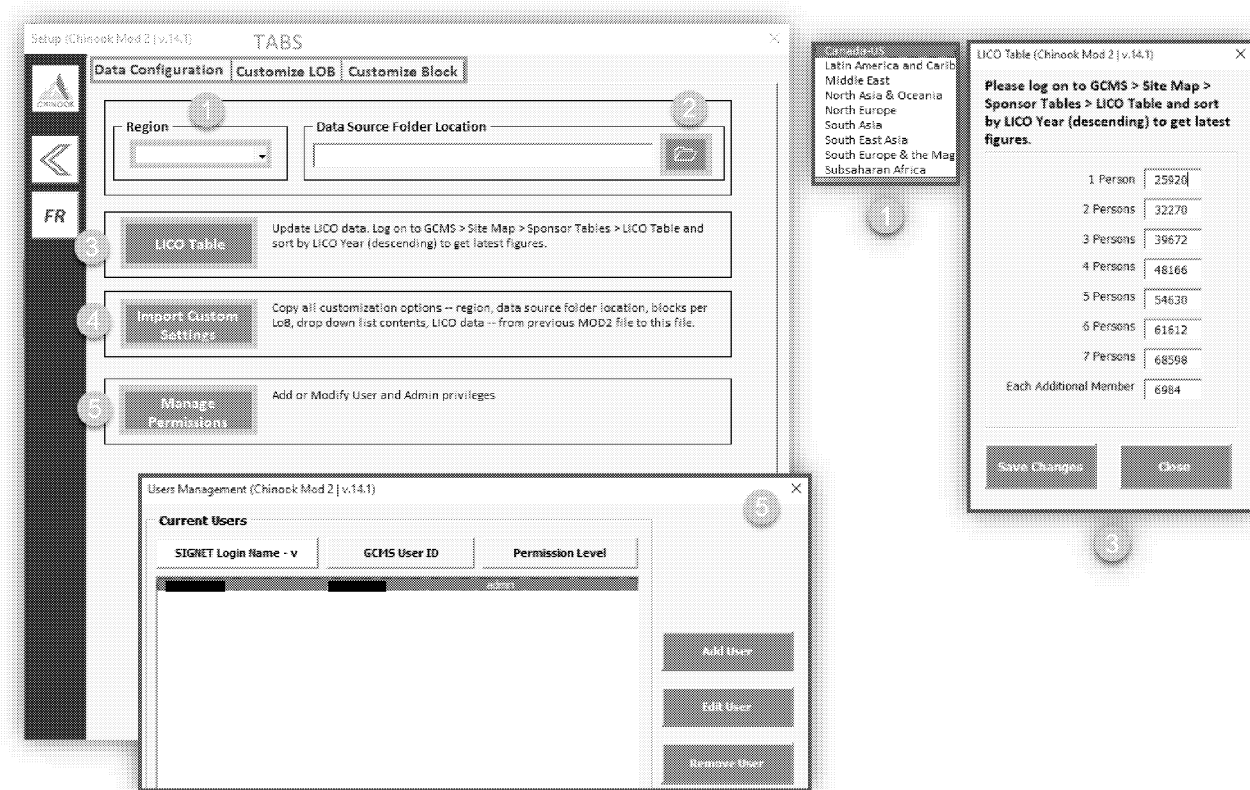
7. Select your region and folder where all your Chinook data is stored (see Picture 02)

8. Save and close the document.

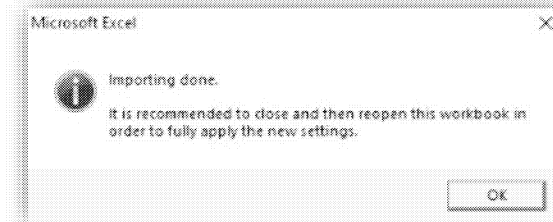
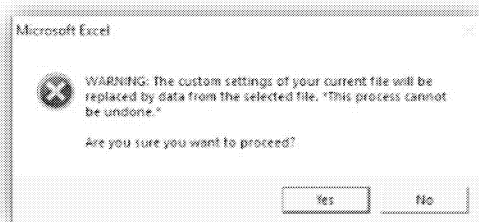
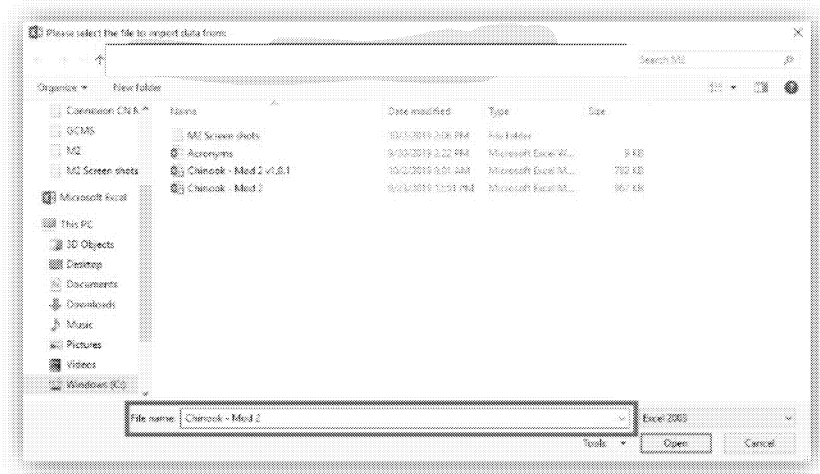
If you are installing the pre-assessment module for the first time at your office, it is suggested that you re-open Mod2 and start customizing the pre-assessment settings. Customization functions will be covered in details in Section 2.2 below.

2.3 How to Update a Version & Import Custom Settings?

1. Click on **Import Custom Settings** button and browse to select your “Chinook – Mod2_old version”
2. Ignore the “Warning ” message and Click “Yes” to continue when “Importing Custom Setting” is done. Select your **Region** and the **Data source** location in your {I} drive
3. Exit from the setting windows and the pre-assessment window. Now you can **Save the Excel document and close it**
4. Open **Chinook** click on “MOD2# Pre-Assessment” and make sure you work with the **latest version.**



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3.3 Customization: Line of Businesses

The current Chinook version manages **11 Lines of businesses (LoBs)**. An application is automatically associated with one LoB based on available GCMS information via **Application Category & Counterfoil Category** fields. The **CUS LoB** uses a special program field. Each of the 11 LoBs are customizable to the level of pre-assessment your office requires for its specific caseloads. There are two action buttons, either to **1 Assign** or **2 Preview** the blocks.

The left screenshot shows the 'Customize Block' window with a list of 11 LoBs and their corresponding 'Assign Blocks' buttons. The right screenshot shows the 'Modify Blocks-WP' window with two panels: 'Available Blocks' and 'Selected Blocks'. The 'Selected Blocks' panel shows a form for 'Who is the Applicant' and 'Immigration Status in Country of Residence'.

3.4 Assign Blocks

Select a Block from the (a) Available list and click the correct arrow to (b) Add, Remove (from) or Rank it in the (c) Selected Blocks. You may want to (d) Set to default then (e) Accept or Cancel your changes. Anytime, you can click Show Template button to display the result.

The screenshot shows the 'Modify Blocks-WP' window with annotations (a) through (e) highlighting the key components for assigning blocks. (a) points to the 'Available Blocks' list, (b) points to the arrow buttons, (c) points to the 'Selected Blocks' list, (d) points to the 'Set to Default' button, and (e) points to the 'Show Template', 'OK', and 'Cancel' buttons.

3.5 Preview Blocks

A block means a group of fields that can be subdivided into sub-blocks. A block is composed of fields (free text, checkboxes or dropdown lists) to lead you through an intuitive pre-assessment process.

Mod2 contains **31** different blocks. While some are specifically applicable to one LoB, others are generic and applicable to many.

Example: “Family in Canada” block is intended for SPs, but can be useful for any LoBs.



3.6 Customization: Blocks

The current working version has **31 blocks**. Each one contains a **(A) Block name**, a **(B) Preview** button, and may have also **(C) Customizable items**. There are 17 customizable blocks having a total of 37 customizable items.

Setun (Chinook Mod 2 | v.14.1)

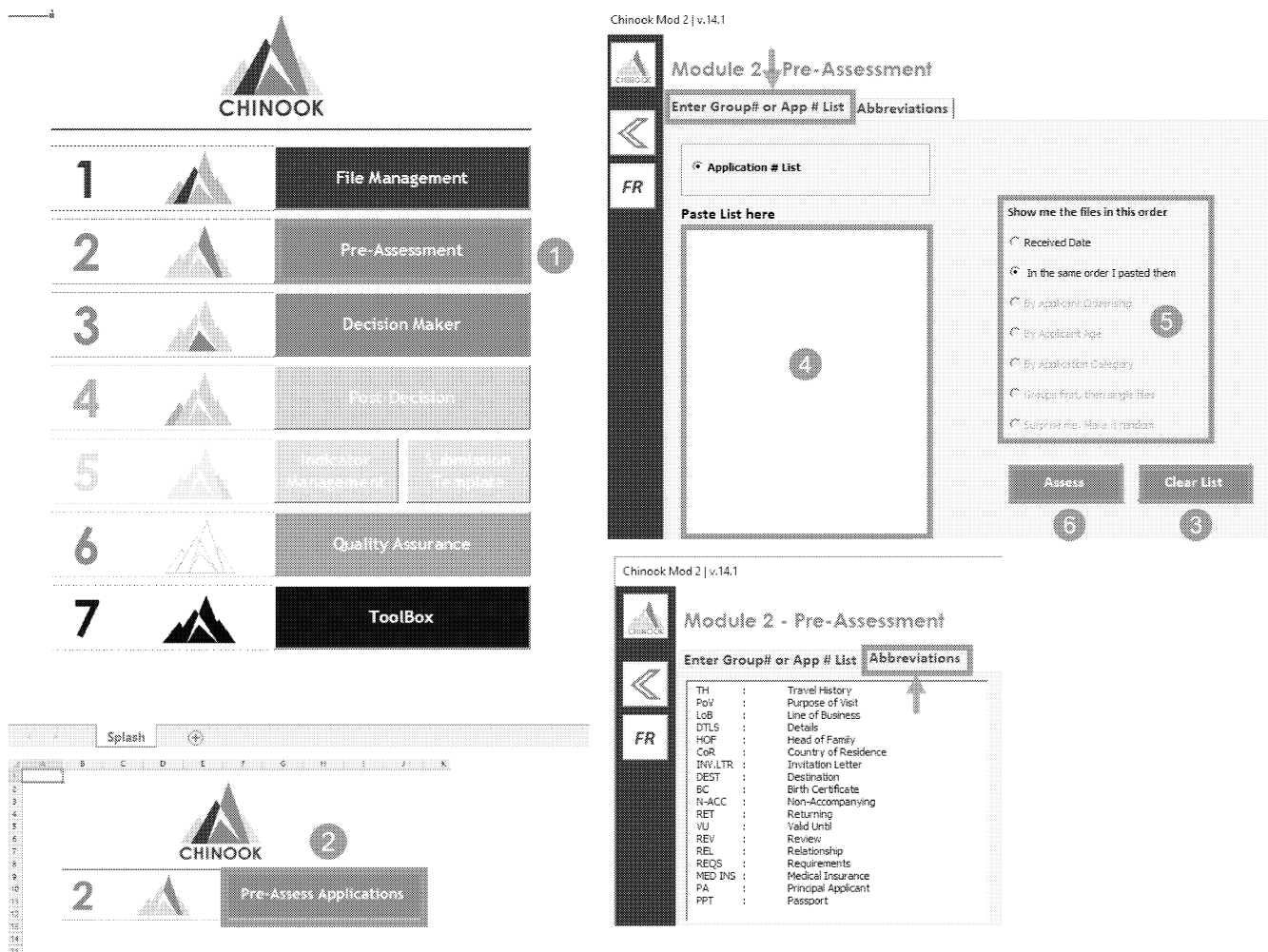
Setun (Chinook Mod 2 | v.14.1)



4 START PRE-ASSESSING

4.1 How to start pre-assessing

From the Splash-page, click on ① “Pre-Assessment” -> ② “Pre-Assess Applications”, then a window with two tabs will pop up.



4.2 Abbreviations Tab

This tab is where you can find a list of most abbreviations that are used in the tool. Limited to 1000 characters, abbreviations in Chinook are balanced between full words, first letters and abbreviations. Below are the main abbreviations:

- **BC** : Birth Certificate
- **CoR** : Country of Residence
- **DEST.** : Destination
- **DTLS** : Details
- **HOF** : Head of Family
- **IELTS** : International English Language Testing System
- **INV. LTR** : Invitation Letter
- **LICO** : Low Income Cut-Off
- **LoB** : Line of Business
- **MED INS.** : Medical Insurance

- **N-ACC** : Non-Accompanying
- **PA** : Principal Applicant
- **PoV** : Purpose of Visit
- **PPT** : Passport
- **REL.** : Relationship
- **REQS** : Requirements
- **RET.** : Returning
- **REV.** : Review
- **TH** : Travel history
- **VU** : Valid Until

4.3 Enter Group# or App# List Tab:

This tab is where users can copy and paste their application list. Up to 25 application numbers can be pasted at a time. To start pre-assessing, ③ **Clear** the existing list or **Paste** your Application list in the ④ **free field**, then specify if you want to show up the files ⑤ **by received date** or **by the order** you pasted them before clicking ⑥ **Assess** button.

Note that current, only application numbers can be pasted in. (Group# will not work)

4.4 Pre-assessment block & Notes

Chinook Mod 2 | v.14.1

The screenshot shows the Chinook Mod 2 pre-assessment form. It is divided into several sections. Section 1 (top) contains fields for 'Application 0 of 0', 'Group #', 'Application #', 'Category', 'Override Category' (set to V-1), 'Citizenship', 'Country of Residence', 'Age', and 'Marital Status'. To the right of this section are three dropdown menus: 'CUS' (with options V-1, PG-1, B-1, VH-1, Ret SP, Ret WP, SX-1, WX-1, SP, WP), 'HOF' (with options HOF, Spouse, Child, PA, Other), and 'Citizen' (with options Citizen, PR, Student, Worker, Visitor, Refugee, No Status, Unknown). Section 2 (middle) contains 'Who is the Applicant' (with a 'Please select' dropdown and 'Other Desc.' field), 'Immigration Status in Country of Residence' (with a 'Status' dropdown, 'Validity Date' field, and a 'Not Provided' checkbox), and a large 'Comments' text area. Section 3 (bottom) contains an 'Additional Information' text area and a 'See Notes in GCMS' checkbox. A small box with the number 4 is located at the bottom right of the form.

4.5 Pre-assessment blocks

The first section ① of the pre-assessment viewport is automatically filled with contextual data. This comes from the Mod3 data pull and would not appear if you are using Mod2 as a standalone tool. (as in example above) Only “**Override Category**” field can be modified by pre-assessors by selecting a new LoB in the dropdown, ③¹.

The second section ② is the pre-assessment section which is based on **Common** and **specific blocks** depending on the specific ③ **LOB** and your mission’s customizations. The pre-assessment process is filling in all blocks in the pre-assessment viewport with information from either paper or electronic files.

No extra data pull: No extra data pull is required to use the pre-assessment module. To maximize its efficiency, it is recommended to at least maintain data used by Mod3 up-to-date. Mod2 uses some of Mod3 data to populate the contextual display’s information and to determine if a pre-assessment block is relevant or not based on specific customization.

Mod2 does not talk to GCMS. Users have to use Mod2 alongside with GCMS.

¹ In addition of being essential when the tool is used as a standalone, this is useful in situations such as when a CUS case is not pre-identified or a returning student using V-1 coding instead of S-1 or any other situations in which the data on file does not prompt appropriate LoB blocks for pre-assessment.

4.6 Generate Notes

After the **Generate Notes** button is clicked, the blocks will turn into a darker grey color, which helps quickly distinguish completed blocks from incomplete ones. To continue modifying blocks' contents, pre-assessors can always close the **"Pre-Assessment Notes"** window (see Picture 04), make necessary modification(s), and click **"Generate Notes"** again when ready.

If a block was entirely left blank, an alert message will appear after clicking the **"Generate Notes"** button. Also, if a field is left blank in a block, it will be indicated as **"Not Pre-assessed"** in the notes. In these cases, pre-assessors need to go back to the pre-assessment window and complete all the blocks before carrying on next steps.

The screenshot displays the pre-assessment interface. On the left, the 'Generate Notes' button is highlighted. An alert message box from Microsoft Excel is shown, stating: 'ALERT! APPLICANT: Not pre-assessed IMM STATUS CoR: Not pre-assessed TH: Not pre-assessed FAM. IN CAN: Not pre-assessed'. On the right, the 'Note String' section shows the generated note: 'APPLICANT: Not pre-assessed|IMM STATUS CoR: Not pre-assessed|TH: Not pre-assessed|FAMILY IN CAN: Not pre-assessed'. Below this, the 'MOD3 Preview' section shows the same note formatted for display in the MOD3 system. The 'Generate Notes' button is also visible at the bottom of the interface.

4.7 Note String vs MOD3 Preview

After clicking the **"Generate Notes"** button, pre-assessment notes are displayed in two ways that are both editable. The **1 Note String** (see Picture 04) is to be copied into the **"Pre-Assessment Notes"** field in GCMS (see Picture 01). This part contains pipes that are used to tell Module 3 how to display the note. Each pipe is translated by MOD3 as an indicator to start a new line. The **2 MOD3 Preview** is how the note will be displayed in MOD3. If the note is over 1000 characters, the *Pre-Assessment Notes* field in GCMS will cut the note at 1000 characters. Therefore, users should use the *MOD3 Preview* note should be copied into GCMS Notes. The best practice would be to mention **"See GCMS Notes"** in the **"Pre-Assessment Notes"** field, so the decision maker knows the pre-assessment has been completed and is available in the GCMS Notes.

s.16(2)(c)



Pre-Assessment Notes: Application 0 of 0 - Chinook Mod 2 | v.14.1

1 **Note String** 3 **Character Count** 1001 **S12345678** 4 **Abbreviations**

2 **MOD3 Preview**

5 **Copy to Clipboard** 6 **Copy GCMS Notes**

4.8 Character count

If 3 **Character Count** is greater than 1000, the window will turn red (Picture 04) to signal that the notes are not compatible with the field in GCMS. If the generated notes are still copied, any characters beyond the 1000 threshold will be cut.

Anytime, you can view abbreviations by clicking 4 **Abbreviations** or copy notes by using 5 **Copy to Clipboard** or 6 **Copy GCMS Notes** button.

5.1 GENERAL INFORMATION BLOCKS

5.1.1 Who is the Applicant?

Purpose: to identify what an applicant's relationship with other members of a group application is. The "Other Desc." field turns from grey to white if "Other" is selected to prompt user to provide further information.

LoB Default: This block is set as default for all 11 LoBs.

Customization(s):

1. By default, this block is only displayed to users if an application is part of a group. Admin users can change the setting by unchecking **2 Display Customization** box.
2. **1 Customize list** can contain up to 25 choices. The "Other" option is mandatory as it is linked to the "Other Desc." field.

Who is the Applicant

Please select: HOF Other Desc.

HOF
Spouse
Child
PA
Other

Who is the Applicant

Please select: Other Other Desc.

Who is the Applicant

1 2

Who is the Applicant Block - Display Customization 2

☒ Display "Who is the Applicant" block only if application belongs to a group

Save Changes Close

Customize list of: Who is the Applicant 1

HOF
Spouse
Child
PA
Other

Save Changes
Close
Set to default

5.1.2 Immigration Status in Country of Residence

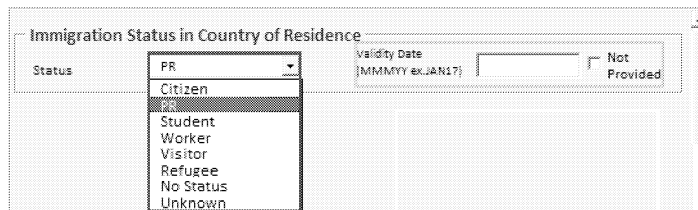
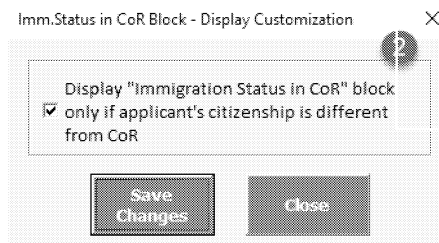
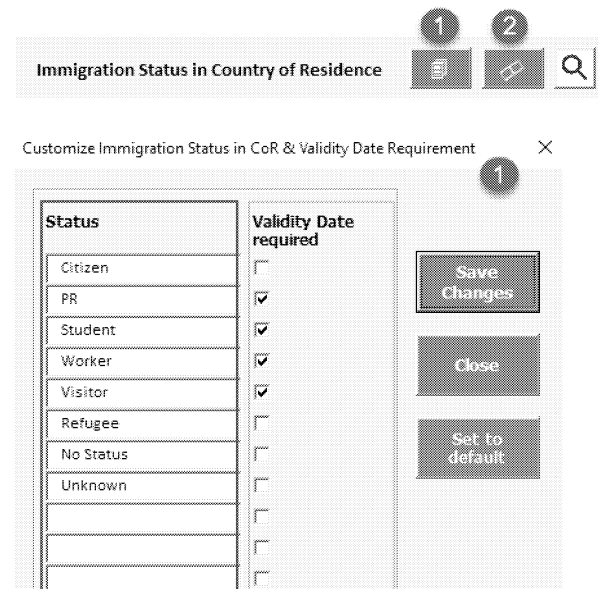
Purpose: to provide details regarding third country national applicants' immigration status and immigration documents' validity.

LoB Defaults: This block is set as default for all 11 LoBs.

Customization(s):

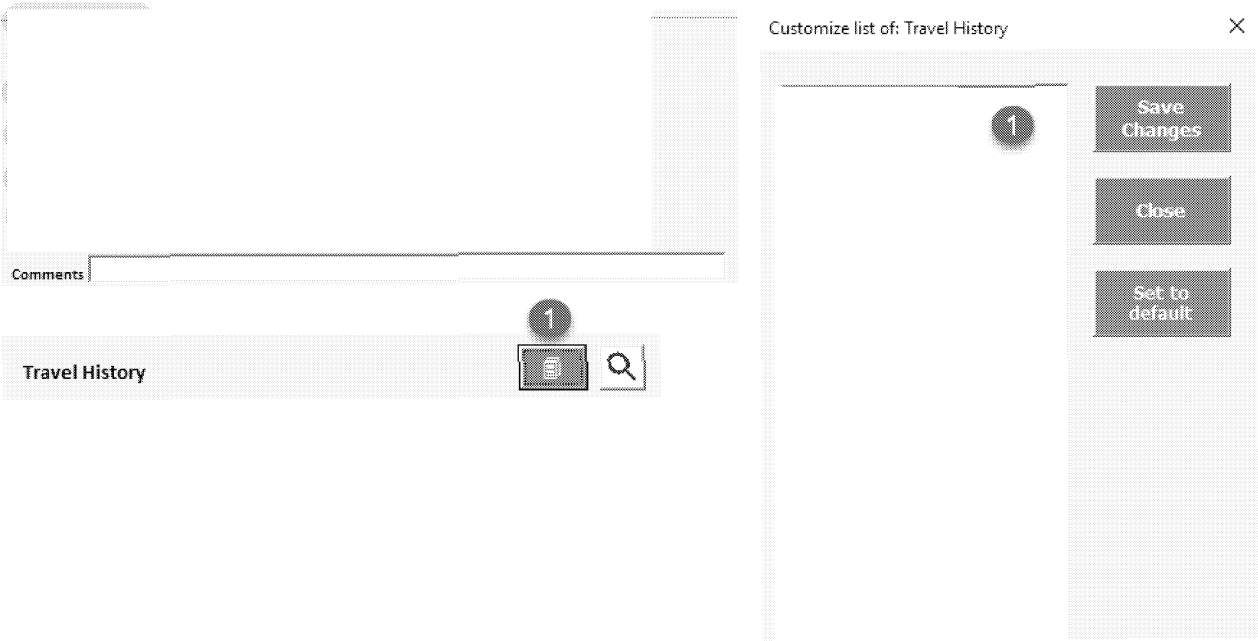
- By default, this block is only displayed to users if an applicant's country of residence (CoR) is different from his/her country of birth (CoB). Admin users can change the setting by unchecking **2 Display Customization** box.
- 1 Customize** list can contain up to 25 choices in total. The "Validity date" field is prompted only for the status options where the "Validity date Required" is checked

Tip → To add an extra level of information, you can create sub-categories, for example, expanding PR to PR-FC1, PR-FC2, PR-E, etc.

| Status | Validity Date required |
|-----------|-------------------------------------|
| Citizen | <input type="checkbox"/> |
| PR | <input checked="" type="checkbox"/> |
| Student | <input checked="" type="checkbox"/> |
| Worker | <input checked="" type="checkbox"/> |
| Visitor | <input checked="" type="checkbox"/> |
| Refugee | <input type="checkbox"/> |
| No Status | <input type="checkbox"/> |
| Unknown | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

5.1.3



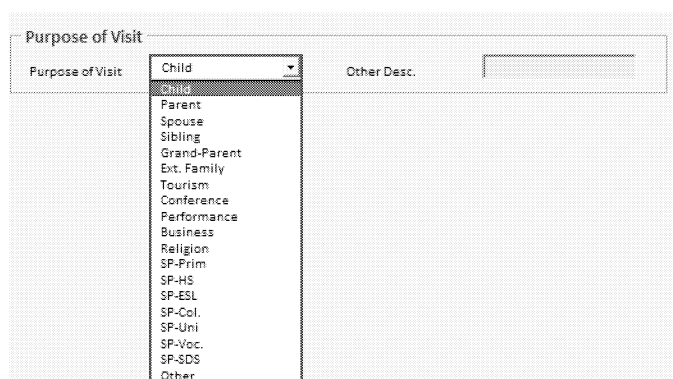
5.1.4 Purpose of Visit

Purpose: to provide information regarding an applicant's purpose of visit in Canada. The "Other Desc." field turns from grey to white if "Other" is selected to prompt user to give more information

LoB Defaults: Applicable to most LoBs.

Customization(s): 1 **Customize list** can contain up to 25 choices. The "Other" option is mandatory as it is linked to the "Other Desc." field.

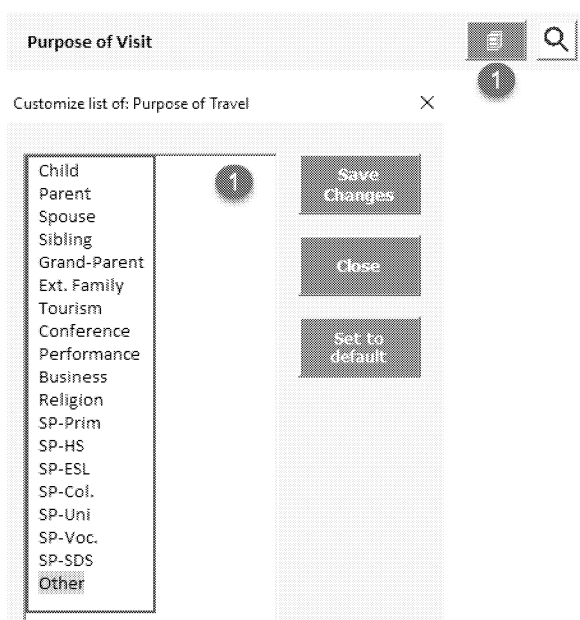
Tip → Create sub-categories choices if a higher level of details would be useful to the decision makers in your office, for instance, specific levels of study for SP applications.



The screenshot shows the 'Purpose of Visit' form. The 'Purpose of Visit' dropdown menu is open, displaying a list of options: Child, Parent, Spouse, Sibling, Grand-Parent, Ext. Family, Tourism, Conference, Performance, Business, Religion, SP-Prim, SP-HS, SP-ESL, SP-Col., SP-Uni, SP-Voc., SP-SDS, and Other. The 'Other Desc.' field is visible to the right of the dropdown.



This screenshot shows the 'Purpose of Visit' form with 'Other' selected in the dropdown menu. The 'Other Desc.' field is now active and contains the text 'Description here'.



The screenshot shows the 'Customize list of: Purpose of Travel' dialog box. It features a list of options: Child, Parent, Spouse, Sibling, Grand-Parent, Ext. Family, Tourism, Conference, Performance, Business, Religion, SP-Prim, SP-HS, SP-ESL, SP-Col., SP-Uni, SP-Voc., SP-SDS, and Other. A '1' icon is next to the list. To the right of the list are three buttons: 'Save Changes', 'Close', and 'Set to default'.

5.1.5 Family Items



Purpose: to cover possible requirements associated with minor travelling to Canada. This block is non-mandatory. As not all situations would require the information presented in the block to be pre-assessed, it will not generate an alert message when left blank. Instructions should be provided to ensure the information is pre-assessed when warranted. “**Student Guardianship Declaration**” block is specific and made available only for minor SP applications.

LoB Defaults: Applicable to some LoBs.

Customization(s): By default, for the LoBs in which the block is assigned, the “**Family Items**” will be prompted for pre-assessment only based on the age limit of 16 and below. You can un-check the box for the block to always be prompted regardless of the age, and you can set a different age limit.

| Family Items | | | |
|--------------------------------------|------------------------------------|---|---|
| Consent from non-accompanying parent | <input type="radio"/> Not Required | <input type="radio"/> Required-Provided | <input type="radio"/> Required-Not Provided |
| Birth Certificates/Civil Docs | <input type="radio"/> Provided | <input type="radio"/> Not Provided | <input type="radio"/> Review Required |
| Custody Documents | <input type="radio"/> Provided | <input type="radio"/> Not Provided | Reset all selected in Family Items block |
| Student Guardianship Declaration | <input type="radio"/> Provided | <input type="radio"/> Not Provided | |

Family Items

Family Items Block - Age Customization

☒ Show Family Items block based on age limit
 Age Limit: years old and below

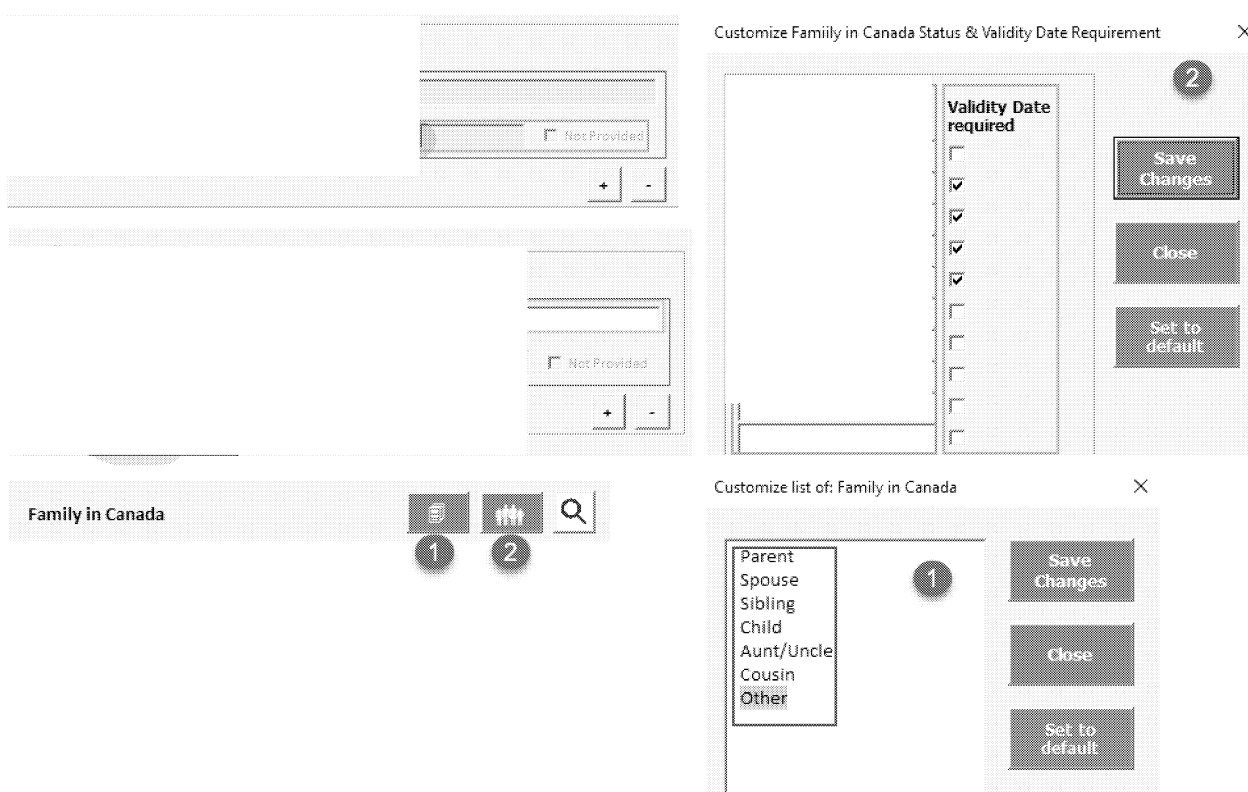
Save Changes

Close

5.1.6 Family in Canada

LoB Defaults: Applicable to some LoBs.

Customization(s): Two fields are customizable. **1** **Customize list of Family in Canada** can contain up to 24 choices in addition to the mandatory **“Other”** field that is used to trigger the **“Other Desc.”** text box. In **2**, **“Family UCI Status”** is also customizable with up to 25 choices, and for each choice, you can determine whether or not **“Validity Date”** should be pre-assessed.



The image displays two screenshots of the 'Family in Canada' customization interface.

The top-left screenshot shows a 'Family in Canada' section with a 'Not Provided' checkbox and '+' '-' buttons.

The top-right screenshot is a dialog titled 'Customize Family in Canada Status & Validity Date Requirement' (labeled 2). It features a table with a 'Validity Date required' column and a 'Family UCI Status' column. The table contains 25 rows, each with a checkbox in the 'Validity Date required' column. To the right of the table are buttons for 'Save Changes', 'Close', and 'Set to default'.

The bottom-left screenshot shows a 'Family in Canada' section with a list icon (labeled 1), a family icon (labeled 2), and a search icon.

The bottom-right screenshot is a dialog titled 'Customize list of: Family in Canada' (labeled 1). It features a list of family roles: Parent, Spouse, Sibling, Child, Aunt/Uncle, Cousin, and Other. To the right of the list are buttons for 'Save Changes', 'Close', and 'Set to default'.

5.1.7 Police Certificate

Purpose: to provide information on the Police certificate requirement.

LoB Defaults: Applicable to some LoBs.

Customization(s): The dropdown is customizable and can contain up to 25 choices. For each choice, you can customize to make “**Comments**” text box available or not. If the “**Comments**” box is left blank, it will not be mentioned as “*Not pre-assessed*” in the notes.



The image contains two screenshots of a software interface. The left screenshot shows a form titled 'Police Certificate' with a dropdown menu labeled 'Comments' and a text box labeled 'Comments here'. A circled '1' is next to a search icon at the bottom. The right screenshot is a 'Customize Police Certificate' dialog box. It has a table with two columns: 'Police Certificate' and 'Pol. Cert. Comments prompted'. The first row is checked. To the right of the table are three buttons: 'Save Changes', 'Close', and 'Set to default'. A circled '1' is next to the 'Save Changes' button.

| Police Certificate | Pol. Cert. Comments prompted |
|--------------------|-------------------------------------|
| | <input checked="" type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |
| | <input type="checkbox"/> |

5.1.8 Additional Information

Purpose: This block is non-mandatory. When left blank, no alert message will appear and no “*Not pre-assessed*” remark will appear in the notes. The “**Other Relevant Info**” field is an ultimate flexibility and

LoB Defaults: Applicable to all LoBs.

Customization(s): No customization options are available for this block.

Additional Information

Other Relevant Info

Additional info that was not already included in above pre-assessment

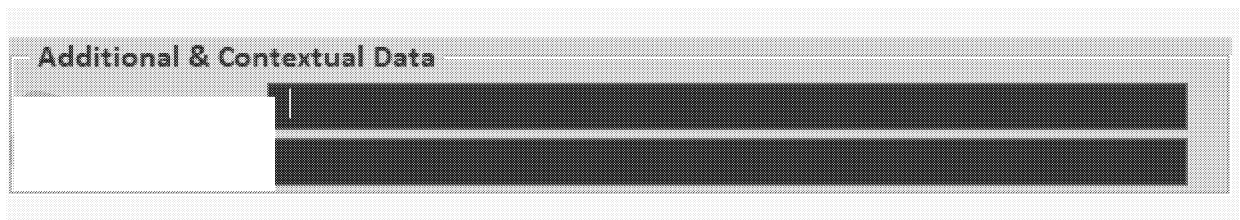
☐ See Notes in GCMS

5.1.9 Additional & Contextual Data

Purpose: to provide extra contextual info to the user as it only displays information when there is a data for the applicant. This block should be listed first to be presented right below the general contextual info. No input required by the

LoB Defaults: Applicable to all LoBs.

Customization(s): No customization options are available for this block.



The screenshot shows a form section titled "Additional & Contextual Data". Below the title, there is a large rectangular area divided into two horizontal sections. The top section is a solid black bar, and the bottom section is a white bar with a thin black border. This likely represents a redacted area or a placeholder for data.

5.2 FINACIAL BLOCKS

Six different financial blocks are included in MOD2, offering flexibility for ways that income and savings are pre-assessed. LoBs currently include up to three financial blocks to complete their financial pre-assessment. Offices can scale it up or down depending on their specific needs.

5.2.1 PA Income/Funds

IMPORTANT This block has been renamed in a previous version. When importing your previous customization into the new version, make sure you double check the imported blocks and replace the block listed with the old name with the updated one. Not doing so will cause the block not to be prompted for pre-assessment at all.

Purpose: to provide information about an applicants' Income and Savings.

There are two main sub-blocks, “**Income Details**” and “**Saving Details**,” that work independently. If “**No proof of income provided**” or “**No proof of savings provided**” is checked, the associated sub-block turns grey. If both boxes are checked, the whole block will collapse (5).

While different income/savings sources can be added, it is a good practice to provide guidance on what is the most relevant information and details levels required for decision-making. In order to save on characters and/or to make the notes easier to read, users can use “K” for thousand and “M” for million².

For “**Type of document**” fields: “**Other**” option is mandatory and unlock the “**Other Desc.**” field when selected. Pre-assessors should then provide a short description of the document.

For “**Total**” fields: If there is more than one entry and if all the entries are in the same currency, this field will be displayed. In all cases, the individual entries are included in the notes matching with what was input by the pre-assessor.

Customization(s): Four dropdowns are customizable. Currency lists, 1 and 2, can include up to 25 options. Type of document lists, 3 and 4, can include up to 24 options. “**Other**” option is mandatory as it is linked to “**Other Desc.**” field.

The screenshot displays the 'PA Income/Funds' form with two main sections: 'Income Details' and 'Savings Details'. Each section has a 'No proof of...' checkbox and a 'Type of document' dropdown. The 'Income Details' section shows a total income of 88K. The 'Savings Details' section shows a total savings of 1.2M. Below the main form, there are four customization windows: 1. 'Customize list of: PA Income Currency' (CAD, USD), 2. 'Customize list of: PA Savings Currency' (USD, CAD), 3. 'Customize list of: PA Income Type of Document' (Contract, Tax doc(s), Pay slips, Business Regis., Bank stmt deposits, Lease (House), Lease (Land), Lease (Car), Lease (Truck), Other), and 4. 'Customize list of: PA Savings Type of Document' (Bank Statement, Term Deposit, Stocks, Other). Each customization window has 'Save Changes', 'Close', and 'Set to default' buttons.

² Although “G” for billion is not functional at the moment, it may become available in a future version.

5.2.2

 Relationship to PA

5.2.3 Host Details

Purpose:

When there is no information about hosts on file, “**No Host**” checkbox needs to be checked, and the whole block will then collapse. In addition to “**Rel. to PA**” field, pre-assessors must indicate “**Status in Canada**” of the Host. If Host’s status is either SP, WP or TRV, “**Validity Date**” field will be triggered to be filled in.

Customization(s):

- In 5, customization with “**Host Relationship to PA**” and “**Pre-assessment required**” checkbox works as same as the “**3rd Party Relationship to PA**” and “**Pre-assessment required**”
-
- The “**Status in Canada**” field is non-customizable.

The screenshots illustrate the customization process for the Host Details form. The top section shows the 'Host Details' form with the 'No Host' checkbox checked. Below this, two side-by-side views show the 'Host Details' form with the 'Rel. to PA' dropdown menu open, displaying options like Child, Parent, Spouse/Partner, Grand-Child, Sibling, Extended Family, Friend, Colleague, and Other. The 'Status in CDA' dropdown is also visible, with options like SP, WP, TRV, Ref, No Status, and Unknown. The 'Validity Date' field is shown as 'A/B/C'.

The bottom section shows a 'Customize Host Relationship to PA' dialog box. It contains a table with columns for 'Host Relationship to PA' and 'Pre-assessment required'. The table lists the same relationship options as the dropdown menu, with checkboxes for 'Pre-assessment required'. The dialog also includes 'Save Changes', 'Close', and 'Set to default' buttons. The dialog is numbered 5, indicating it is the final step in the customization process.

Four numbered callouts (1, 2, 3, 4) point to specific elements in the screenshots:

- 1: Points to the 'Host Details' form header.
- 2: Points to the 'Save Changes' button in the customization dialog.
- 3: Points to the 'Save Changes' button in the customization dialog.
- 4: Points to the 'Set to default' button in the customization dialog.

5.2.4 Income and Savings

Purpose: Two additional blocks have been created to increase the flexibility in financial pre-assessment. These two blocks maybe better to use for certain LoBs or offices may prefer using these blocks than a combination of the previous 3 blocks in a), b), and c). Since **“Amount”** fields are open text fields, users can use any characters inside them (“K”, “M” or “G”, etc) and there is no **“Total”** field calculated.

If **“No proof of income provided”** or **“No proof of savings provided”** checkbox is checked, the respective blocks will then collapse.

Customization(s): Lists of Income/Savings Currency, Income/Savings From, and Income/Savings Document are customizable with up to 25 choices for each list.

The screenshot displays the 'Income' and 'Savings' sections of a pre-assessment form. At the top, there are checkboxes for 'No proof of income provided' and 'No proof of savings provided'. Below these are two main sections: 'Income' and 'Savings'. Each section has a 'Customize list of:' button, which opens a dialog box. The dialog boxes are numbered 1, 2, and 3, corresponding to the customization options for Currency, From, and Document respectively.

Income Section:

- Income Currency (1):** A list with 'CAD' and 'USD'. Buttons: 'Save Changes', 'Close', 'Set to default'.
- Income From (2):** A list with 'PA', 'Child', 'Parent', 'Spouse/Partner', 'Friend', 'Extended Family', 'Colleague', 'Rel. Unknown'. Buttons: 'Save Changes', 'Close', 'Set to default'.
- Income Document (3):** A list with 'Contract', 'Pay slips', 'Business Regis.', 'Bank stmt deposits', 'Lease (House)', 'Lease (Land)', 'Lease (Car)', 'Lease (Truck)', 'Other'. Buttons: 'Save Changes', 'Close', 'Set to default'.

Savings Section:

- Savings Currency (1):** A list with 'CAD' and 'USD'. Buttons: 'Save Changes', 'Close', 'Set to default'.
- Savings From (2):** A list with 'PA', 'Child', 'Parent', 'Spouse/Partner', 'Friend', 'Extended Family', 'Colleague', 'Rel. Unknown'. Buttons: 'Save Changes', 'Close', 'Set to default'.
- Savings Document (3):** A list with 'Bank Statement', 'Term Deposit', 'GIC', 'Stocks', 'Other'. Buttons: 'Save Changes', 'Close', 'Set to default'.

5.2.5 Business Ownership

Purpose: This is more of a “niche” block that is useful in countries where self-employment and business ownership is common. It is not intended to replace the income blocks for pre-assessment of income from a business source, but to cover extra information that would otherwise not be.

Customization(s): Only “Owned by” dropdown list is customizable with up to 24 choices as the “Other” option is mandatory for the “Other Description” field to be prompted.

Business Ownership

☐ No Business

Owned by: PA

Business Type: PA

Other: 10.5G

☒ Established ☐ Not Established

Spouse

Parent

Grandparent

Sibling

Child

Friend

Other

Business Ownership

☐ No Business

Owned by: PA

Business Type: Joint Stock company

Value: 10.5G

☒ Established ☐ Not Established

Open text field

Business Ownership

☒ No Business

Business Ownership

Customize list of: Business Ownership

1

PA

Spouse

Parent

Grandparent

Sibling

Child

Friend

Other

Save Changes

Close

Set to default

5.3 LINE OF BUSINESS - SPECIFIC BLOCKS

All seven pre-assessment blocks presented in this section are not customizable and specifically applicable to one LoB.

5.3.1 PG-1 Requirements

Purpose: This block works best when paired with the “Host Details” block as **WHEN** the value of **1 TOTAL HOST INCOME** field is in CAD\$, it will then be automatically populated in **2 TOTAL HOST INCOME \$CAD** field. The block can also be used alone, but it will then require manual calculation for the “TOTAL HOST INCOME \$CAD” field.

There are four sub-blocks. “LICO Determination” requires minimal input to make the calculation. As soon as the **1 TOTAL HOST INCOME** is available, it calculates the number of family members such income can cover (**3**). If the family size is unknown, it at least provides that level of details for the decision maker. Alternatively, if only the family size is known but not the total income, a note will be displayed, **4**, to say how many family members such income can cover.

Ideally, we should have both information, and in that case, an information box, **6**, will appear to provide a feedback on whether or not the LICO requirement is met for the application.

The other three sub-block requirements, “Letter of Support”, “Proof of Relationship”, and “Medical Insurance” are straightforward. Users need to select appropriate options.

The screenshot displays the PG-1 Requirements form. The 'Host Details' section includes 'Income' (5K, CAD) and 'Savings' (40K, CAD). The 'TOTAL HOST INCOME' is calculated as 60K. The 'PG-1 Requirements' section shows 'Family Size' (5), 'LICO Requirement' (54,630), and 'TOTAL HOST INCOME \$CAD' (60K). A message indicates 'LICO: Met'. Below this, there are sections for 'Letter of Support', 'Proof of Relationship', and 'Medical Insurance', all marked as 'Provided'.

1 "TOTAL HOST INCOME" field's value automatically populated in "TOTAL HOST INCOME \$CAD"

2 TOTAL HOST INCOME \$CAD

3 Host inc. covers up to 5 family members

4 REQ of 61612CAD\$ for 6

5 LICO: Met

5.3.2 Business Details (B-1)

Purpose: to cover useful information for assessing business visitors. Users need to select an applicable option for each sub-block. For “Paid by”, “Other Description” text field is unlocked when “Other” is selected.

Business Details (B-1)

Business/Invite Letter ☒ Provided ☐ Not Provided

Paid By:

☐ Applicant ☐ Employer

☐ Inviter ☐ Unspecified

☒ Other

Other Desc:

Duration with Current Company

☒ < 6 months ☐ 18-24 months

☐ 6-12 months ☐ 24-36 months

☐ 12-18 months ☐ + 36 months

☐ Unspecified

5.3.3 Transit Details (VH-1)

Purpose: to provide information about the category’s requirements. Users have to type the destination country, select one option from “Status in Destination” and then an applicable option for each of the three requirements.

Transit Details (VH-1)

Destination Status in Destination

Visa - Country of Destination ☒ Provided ☐ Not Provided ☐ Exempt

Travel Itinerary ☒ Provided (1 Stop in CND) ☐ Provided (>1 Stop in CND) ☐ Not Provided

Less than 48 hours in CDA ☒ Yes ☐ No

Transit Details (VH-1)

Destination Status in Destination

Visa - Country of Destination ☒ Provided ☐ Not Provided

Travel Itinerary ☒ Provided (1 Stop in CND) ☐ Provided (>1 Stop in CND)

Less than 48 hours in CDA ☒ Yes ☐ No

Citizen
PR
Student
Worker
Visitor
Refugee
No Status
Unknown
Visa Exempt
Visa Regd- provide
Visa Regd - not prc

5.3.4 Short Term Student (SX-1)

Purpose: For short-term student, “Enrollment Details” field will be unlocked for pre-assessment only if “Proof of Enrollment” is “Provided”. Note that if prompted and left blank, the enrollment details will show as “not pre-assessed” in the notes.

Short-Term Student (SX-1)

Proof of Enrollment ☒ Provided ☐ Not Provided

Enrollment Details

Short-Term Student (SX-1)

Proof of Enrollment ☐ Provided ☒ Not Provided

Enrollment Details

5.3.5 Work Permit Exempt (WX-1)

Purpose: This blocks works as the same as the “**Short-Term Student**” block.

Work Permit Exempt (WX-1)

Contract

☒ Provided
 ☐ Not Provided

Contract Details

Input here

Work Permit Exempt (WX-1)

Contract

☐ Provided
 ☒ Not Provided

Contract Details

5.3.6 Returning Student and Returning Worker

Purpose: “**Returning Student**” et “**Returning Worker**” block respectively provides two and three self-explanatory pieces of information relevant to the category.

Returning Student

SP Validity Date

ABC

Transcripts

☒ In good standing
 ☐ Not in good standing
 ☐ Not provided

Compliance Verification

☒ Complete (Non-Adverse)
 ☐ Complete (Adverse)
 ☐ In Progress
 ☐ No Compliance Activity In GCMS

Returning Worker

WP Validity

ABC

Employment Ltr/Contract

☒ In good standing
 ☐ Not in good standing
 ☐ Not provided

5.4 SP & WP SPECIFIC BLOCKS

5.4.1 Previous Education

Purpose: to provide information regarding an applicant’s past education. Adding multiple entries is available for this block. If there is no relevant information on file, “**No Previous Education info provided**” checkbox should be checked, which will then make the whole block collapse. Otherwise, users must complete all four fields, “**Education Level**”, “**School**”, “**Marks**”, and “**Abroad**”.

Customization(s): The “**Education Level**” dropdown is customizable, and admin users can determine which levels school names need to be pre-assessed (1). The “**Other**” option is mandatory as it unlock the “**Other Description**” field. The “**Abroad**” dropdown is also customizable with up to 25 options (2).

Previous Education

☐ No Previous Education info provided

Education Level

Prim. S.

Prim. S.

High S.

ESL

FSL

Col.

U-BAC

U-MA

U-PhD

Vocational

Other

School

ABC School

Marks

XYZ

Abroad

No

+

-

Adding multiple entries

1

2

Previous Education

Previous Education

☐ No Previous Education info provided

Education Level

Prim. S.

No

Yes-CAN

Yes-US

Yes-AUS

Yes-UK

Yes-EU

Yes-Other

School

ABC School

Marks

XYZ

Abroad

No

Other Desc.

Customize Previous Education Level

1

Education Level

Prim. S.

High S.

ESL

FSL

Col.

U-BAC

U-MA

U-PhD

Vocational

Other

School Name Pre-assessment required

☒

☒

☐

☐

☒

☒

☒

☒

☐

☒

☐

Save Changes

Close

Set to default

2

Customize list of: Educ Abroad

No

Yes-CAN

Yes-US

Yes-AUS

Yes-UK

Yes-EU

Yes-Other

Save Changes

Close

Set to default

5.4.3 IELTS

Purpose: This block requires one option box to be selected. If the score selected is 6 or above, “All Bands at 6.0 or above” field will be triggered. “IELTS verified” checkbox will display as “Not verified” in the pre-assessment notes if left unchecked and “Verified” if checked.

Customization(s): No customization options are available for this block.

5.4.5 SP Financial Items

IMPORTANT This block’s name has been updated in a previous version. If you plan to import your previous customization into the new version, make sure you double check the imported blocks and replace the block listed with the old name with the new one. Not doing so will cause the block not to be prompted for pre-assessment at all.

Purpose: This block is non-mandatory, as the covered information is not applicable to all cases. If it is not pre-assessed, no alert message will pop up, and no “Not Pre-assessed” remark will show up in the pre-assessment notes. If there is information on file, pre-assessors should use appropriate items. “Amount & Info” fields are open text and are enabled when checkboxes in front of them are checked.

Customization(s): No customization options are available for this block.

5.4.6 First Program/Second Program

Purpose: This block is still available but is not part of the defaults and may not be relevant anymore. The “LOA Details” block ensures a higher level of pre-assessment of an applicant’s intended study programs. However, it remains available should your office prefer to use it.

Customization(s): No customization options are available for this block.

5.4.7 LMIA Details

Purpose: LMIA Details block has two display possibilities.

Chinook Mod 2 | v.14.1

Pre-Assessment Notes: Application 0 of 0 - Chinook Mod 2 | v.14.1

Application 0 of 0

Group #

Application #

Category

Override Category

Citizenship

Country of Residence

Age

Marital Status

LMIA Details

☐ LMIA Exempt

1 Applicant named on LMIA ☒ Yes ☐ No LMIA Validity Date Number of names on LMIA

2 Education Requirement ☒ Required ☐ May be Required ☐ Usually Required ☒ Met ☐ Not Met ☐ No Proof Provided

3 Experience Requirement ☐ Required ☒ May be Required ☐ Usually Required ☒ Met ☐ Not Met ☐ No Proof Provided

4 Language Requirement ☒ Met ☐ No Requirement ☐ Not Met ☐ No info available

Note String

Character Count 167

LMIA DTLS: PA named; VU 2020/12/31; X names on LMIA|Edu. Req.: Required-Met|Exp. Req.: May be Req.-"Met/Not Met"-Not pre-assessed|Lang. Req.: No info available|

MOD3 Preview

LMIA DTLS: PA named; VU 2020/12/31; X names on LMIA
 Edu. Req.: Required-Met
 Exp. Req.: May be Req.-"Met/Not Met"-Not pre-assessed
 Lang. Req.: No info available

The display appears by default and covers pre-assessments when a LMIA is required. The four sub-blocks, 1 2 3 4, should be fully pre-assessed by selecting appropriate options.

For 1 Applicant named on LMIA, three fields must be pre-assessed and for 2 Education Requirement and 3 Experience Requirement, two fields must be pre-assessed for each sub-block. If any field is left blank, "Not Pre-Assessed" remark will appear in the pre-assessment notes for each missing field.

Chinook Mod 2 | v.14.1

Pre-Assessment Notes Application 0 of 0 - Chinook Mod 2 | v.14.1

Application 0 of 0

Group #
 Application #
 Category
 Override Category V-1

Citizenship
 Country of Residence
 Age
 Marital Status

5 LMIA Details

☒ LMIA Exempt Exemption Cat. C20 Other Desc.

LMIA Exempt Requirements

| Met/Not | Requirement | Met/Not | Requirement |
|-------------------------------------|--|--------------------------|-------------|
| <input checked="" type="checkbox"/> | Ltr from receiving CDN institution | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | Work contract with evidence of reciprocity | <input type="checkbox"/> | |
| <input type="checkbox"/> | **Dtls on empl. level and duration** | <input type="checkbox"/> | |
| <input type="checkbox"/> | LMIA exemption and ECF paid | <input type="checkbox"/> | |

Comments (if any) Comments

Generate Notes

Microsoft Excel

ALERT! **7**
 LMIA-EXEMPT: 1 or more REQ unspecified

LMIA Details

☒ LMIA Exempt Exemption Cat. C20 Other Desc.

LMIA Exempt Requirements

| Met/Not | Requirement | Met/Not | Requirement |
|--------------------------|--------------------------------------|--------------------------|-------------|
| <input type="checkbox"/> | Ltr from receiving CDN ins | <input type="checkbox"/> | |
| <input type="checkbox"/> | Work contract with evidence | <input type="checkbox"/> | |
| <input type="checkbox"/> | **Dtls on empl. level and duration** | <input type="checkbox"/> | |
| <input type="checkbox"/> | LMIA exemption and ECF paid | <input type="checkbox"/> | |

Comments (if any)

Note String

Character Count 234 Abbreviations

LMIA-EXEMPT: Cat. C20|REQ MET:|-Ltr from receiving CDN institution|REQ NOT MET:|-Work contract with evidence of reciprocity|REQ UNSPECIFIED:|-**Dtls on empl. level and duration**|-LMIA exemption and ECF paid|COMMENTS: Comments

Copy to Clipboard

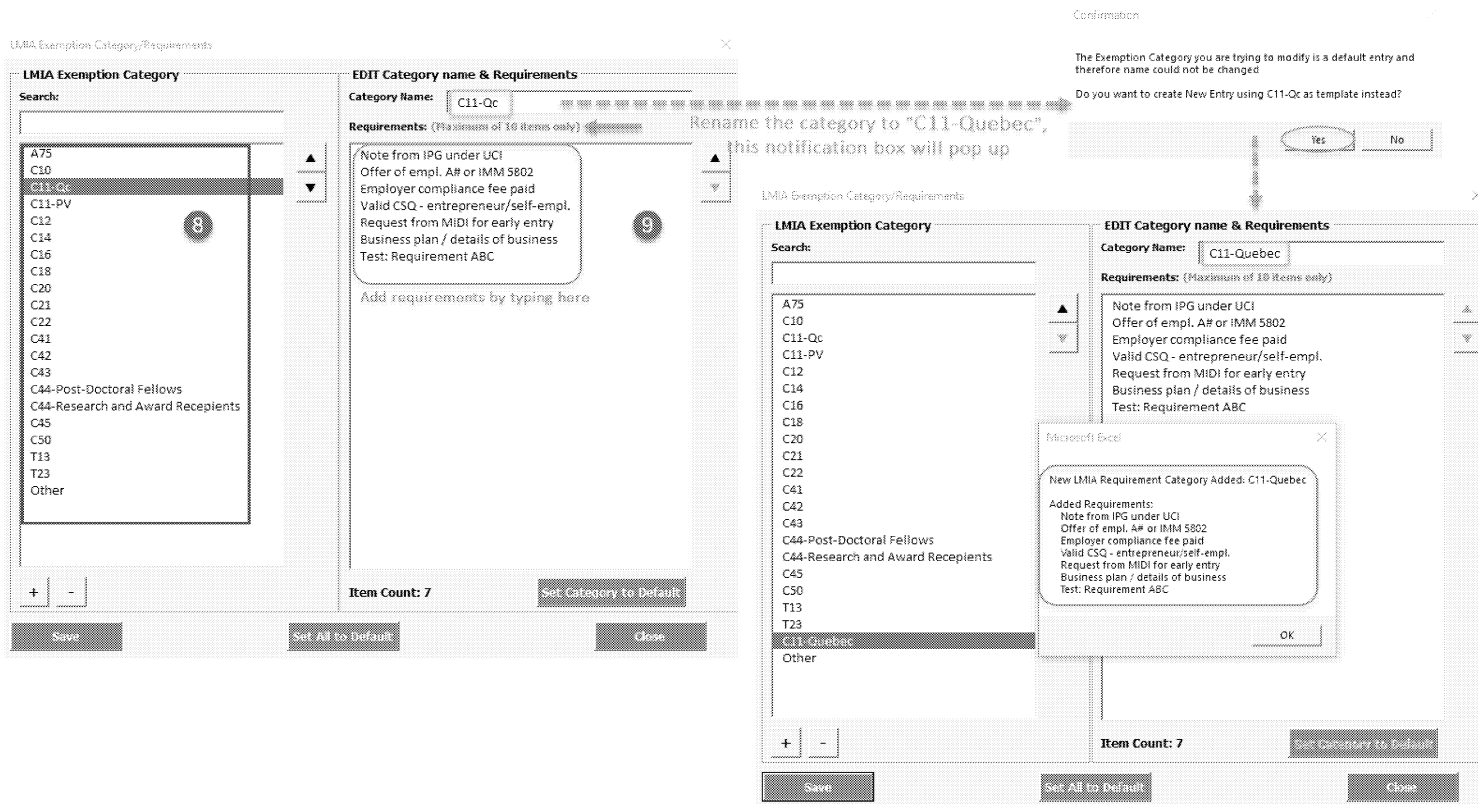
MOD3 Preview

LMIA-EXEMPT: Cat. C20
 REQ MET:
 -Ltr from receiving CDN institution
 REQ NOT MET:
 -Work contract with evidence of reciprocity
 REQ UNSPECIFIED:
 -**Dtls on empl. level and duration**
 -LMIA exemption and ECF paid
 COMMENTS: Comments

Copy GCMS Notes

The second display appears only when **5** LMIA Exempt checkbox is checked. **6** Exemption Cat. includes a dropdown of exemption categories. When one category is selected, its list of requirements will be automatically display under “LIMA Exempt Requirements”. Pre-assessors then need to confirm whether each requirement is met or not by checking “Met” or “Not Met”. To reduce the number of clicks, either “All Reqs Met” or “No Reqs Met” checkbox can be checked.

NOTE: If a requirement is not indicated as met or not met, an **7** ALERT! message will pop up after clicking the “Generate Notes” button, and it will appear as “REQ UNSPECIFIED” in the pre-assessment notes.



Picture 07: LMIA Exemption Category/Requirements customization

Customization(s): ⑧ **LMIA Exemption Category list** is customizable. The “Other” is mandatory which will trigger the “Other Description” field. Each category requirement list, ⑨, is also customizable and contains **up to 10** requirements each. You can add new requirements by simply typing in the blank field.

As the current available categories are the default setting, renaming a category will result in creating a new category with a new name and the same template as the current category. To avoid confusion, admin users should remove the duplicate this would create.

Example: Renaming “C11-Qc” category to “C11-Quebec” will not remove the “C11-Qc” category, but will create a “C11-Quebec” category with the same template as the “C11-Qc”.

When customizing the requirements, the number of characters should be taken into consideration. As the default setting does not use much abbreviation, if LMIA-exempt pre-assessment notes often go beyond 1000 characters, working modifications should be considered.

5.4.8 WP Additional Requirements

Purpose: This block had been added to provide a quick solution while the “LMIA Exempt” part of the “LMIA Details” block was being developed. The block remains available, however, missions should consider removing it from the WP LoB and complete the customization of the exemption categories in the “LMIA Details” block instead.

Customization(s): List of “WP Additional Requirements” is customizable.

WP Additional Requirements

☐ No add. WP Reqs
 ☐ IMM5802/LMIAE#
 ☐ Foreign Lang. Cert.

☐ All Met
 ☒ Empl. Compl. Fee
 ☒ Transcript

☒ Diploma
 ☐ OWP Fee
 ☒ Cmpltion Ltr School

☐ Empl. Ltr
 ☒ LICO met
 ☐ PNC

☐ Support Ltr
 ☐ Med
 ☐ Marriage Cert.

☐ Commit. Cert. GCMS
 ☐ PC2
 ☐ Biz Plan

☐ Commit. Cert.
 ☒ Rfr. Ltr - Atl. Prov.

Comments (if any)

Comments here

Customize list of: WP Additional Requirements

All Met
 Diploma
 Empl. Ltr
 Support Ltr
 Commit. Cert. GCMS
 Commit. Cert.
 IMM5802/LMIAE#
 Empl. Compl. Fee
 OWP Fee
 LICO met
 Med
 PC2
 Rfr. Ltr - Atl. Prov.
 Foreign Lang. Cert.
 Transcript
 Cmpltion Ltr School
 PNC
 Marriage Cert.
 Biz Plan

Save Changes

Close

Set to default

5.4.9 WP Caregiver

Purpose: to provide additional information to decision-makers on this specific WP category. This block is non-mandatory as it would not apply to all pre-assessments. Offices without such caseload may wish to remove it from their WP LoB.

Three situations are covered. When one is selected, additional pre-assessment items, as well as “Applicant related to employer?” checkbox, with turn from grey to white and must be completed.

Customization(s): No customization options are available for this block.

WP - Caregiver

Select if applicable only

☒ Child care
 Number of children
Age range

☒ Elderly care
 Age

☒ Disabled care
 Evidence provided? ☐ Yes ☒ No

Applicant related to employer? ☒ Yes ☐ No

5.4.10 Offer of Employment

Purpose: to provide information regarding an applicant's offer of employment in Canada, if there is one. Only if **"Provided"** checkbox is checked, **"Salary"** and **"Conditions"** sub-blocks will be prompted.

Customization(s): No customization options are available for this block.

| Offer of Employment | | |
|---|-----------|--|
| <input checked="" type="radio"/> Provided <input type="radio"/> Not Provided <input type="radio"/> Not Required LMIAE | | |
| Salary | 20\$/hour | Matches LMIA <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Conditions | ABC, XYZ | |



MODULE 3: Decision Maker Module

USER MANUAL v.3

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Revision History

| Draft Version | Description | Date | Author |
|---------------|---|-----------|-------------|
| Draft v0 | Description and detailed instructions of how to use new Chinook + and GCMS Chinook Tab (Stage 2 of Rollout) | 27FEB2020 | Lisa Catana |
| v1 | Amendments to Biometrics Logic | 10MAR2020 | |
| v2 | Amendments to Logic Inclusion of SP/WP/EXT functionality | 27APR2020 | Lisa Catana |
| v3 | Update to screenshots and functionality for Mod 3 – excludes Chinook+/Chinook Tab | 16JUN2020 | Lisa Catana |

Contact

For any questions and/or comments relating to Chinook please contact the Chinook mailbox at IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca

What is Module 3 – Decision Maker Module?

The Module 3 - Decision Maker Module is a tool that aims to increase the quantity of decisions that an officer can make on any given day as well as improve the quality of those decisions. Increased efficiency is gained by bringing a range of pertinent information required for making decisions together in one place where it can be reviewed easily and effectively. Module 3 is organized in such a way that efficiencies of scale can be produced by processing like cases together and facilitating grouping in the finalization process.

Set up and get started

Setting up your workstation

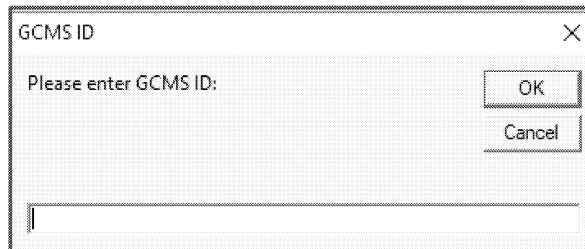
1. For best results, organize workstation so that you have one monitor in a landscape orientation (to be used with Chinook) and your other in Portrait (to be used for GCMS).

Set-up for Chinook Module 3

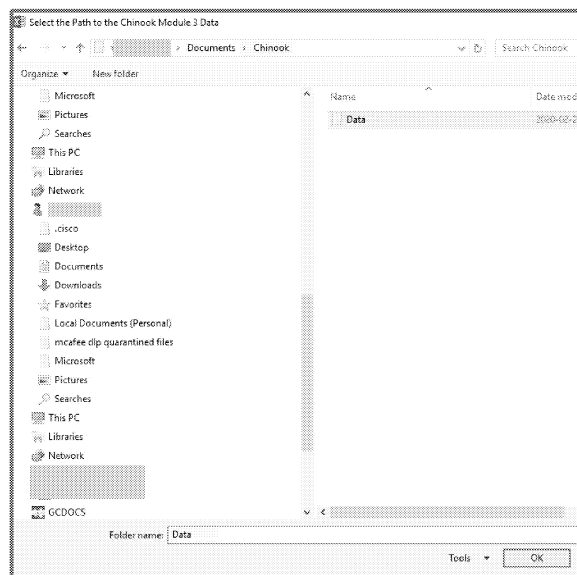
2. Open *Chinook – Module 3 – Viewer.xlsb*
3. Read the Disclosure dialogue box and click *OK*

s.16(2)(c)

4. **Enter your GCMS ID:** When prompted, enter your GCMS ID



5. **Select the Path to the Chinook Module 3 Data:** When prompted, select the path to the Chinook Module 3 Data



- 6.

Data Path

Using the
Settings
button

7. Click on the *Settings* icon, on the left hand tools menu.



8. Basic Setup Tab :: User Info



- 9.

- 10.

Using the
Settings
button
(continued)

•

•

•

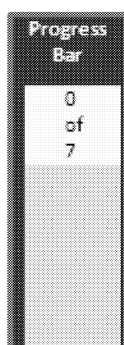
•

•

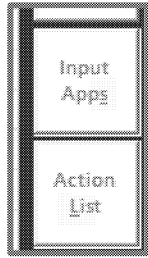
11. **Column Setup Tab:** Use the checkboxes to customize the Module 3 columns displayed. Unchecking a box will hide that column from view.
- Ex. If your office does not conduct pre-assessment, hide this field to save space on your screen.

Progress Bar and Hot Keys

12. **Progress Bar:** On the left hand side of the Module 3 worksheet, there is a progress bar for users to easily see the number of applications entered into the tool, and how many have been actioned. The progress bar will update as you complete the Action column for any application.



13. **Navigation:** As Chinook is an Excel based tool, you can use hot-keys in Excel to facilitate navigation. The Chinook Decision Maker Module has various hotkeys built in to limit the user's need to use the mouse. Hotkeys options are indicated by underlining a letter on the button/action.



See below for some examples:

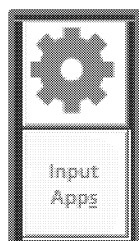
| Hot Key | Function |
|------------|---|
| Home/Debut | Will return your viewer back to Column F. |
| ALT+D | Open Display Popup |
| ALT+L | Launch Action List |
| ALT +S | Launch Input Apps Window |

Inputting & Reviewing Applications in Module 3

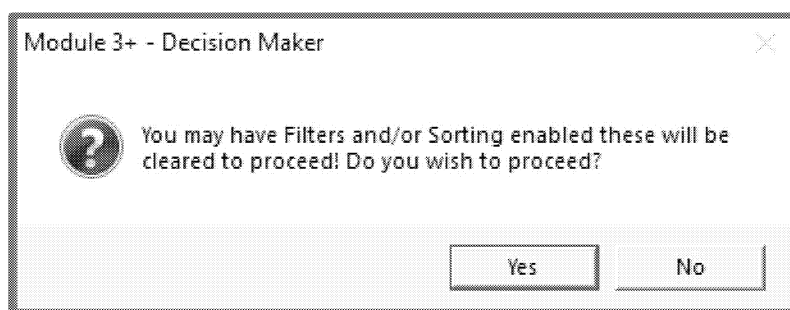
Inputting Apps

1. Input Applications

- To input applications, click the *Input Apps* button on the left hand Tool Menu.

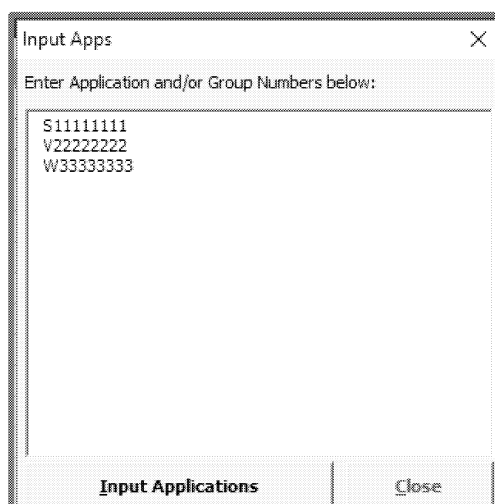


- A warning message will pop-up advising that any filters/sorting currently used on the Module 3 sheet will be cleared. Click **Yes** to proceed.



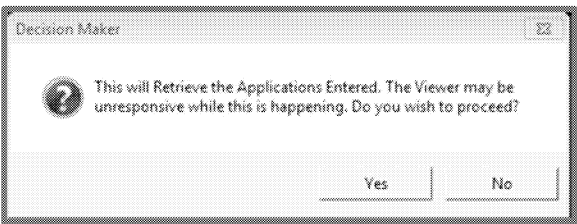
- Enter Application numbers and/or Group numbers in the Input Apps window when prompted. Click *Input Applications* when complete.

NOTE: If you enter both Group and Applications numbers, the group numbers will be pasted in first to the tool, then the application numbers.



Inputting Apps (continued)

- Once applications entered, the tool will advise that is about to retrieve the data and may appear unresponsive. Click **Yes** and wait for the data to be populated for the applications entered.



- You can monitor the status of the data upload in the bottom left-hand corner of the Excel screen.



Reviewing Applications

- Each row in Module 3 will display the relevant information for the application. Use the scrollbar in the bottom right corner of the workbook to see more info.

| Age | Pu |
|-----|----|
| 33 | |
| 12 | |
| 75 | |
| 32 | |

Reviewing Applications (continued)

- **Client & Application Information:** All the info under the **Client & Application Info** section is presented just as the client has declared in their application forms.
- **Activity & Employer/School/Facility:** The default will display the client's stated activities in reverse chronological order. To view all declared employment/education history simply click anywhere in the cell to expand to full view.

| Activity & Employer/School/Facility |
|---|
| 2018/08 to 2019/12 - SELF EMPLOYED @ [REDACTED] LIMITED - |
| 2010/09 to 2016/05 - Student / Étudiant @ [REDACTED] |
| 2018/04 to ####/## - Business Owner (Car Rentals) @ [REDACTED] [REDACTED] - Trinidad and Tobago [REDACTED] |
| 2016/11 to ####/## - Operational Manager @ [REDACTED] [REDACTED] - Trinidad and Tobago [REDACTED] |
| 2013/01 to 2016/06 - Student / Étudiant @ [REDACTED] [REDACTED] Nigeria (Ekpoma, Edo state, Nigeria) - [### - [REDACTED] |

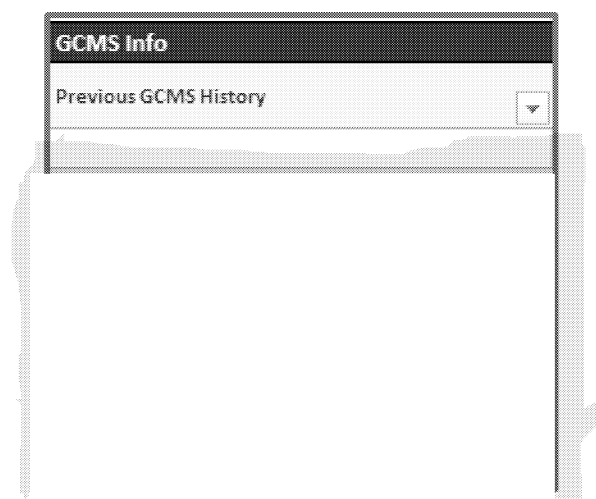
•

| StatQs (positive answer) |
|---|
| TR 2014/06 : Have you ever been |
| TR 2014/06 : Have you ever been |
| TR 2014/06 : Have you ever been |
| TR 2014/06 : Have you ever been refused a visa or permit, denied entry or ordered to leave Canada or any other country? Add Details: 2b: 2b) |

- **Previous GCMS History:**

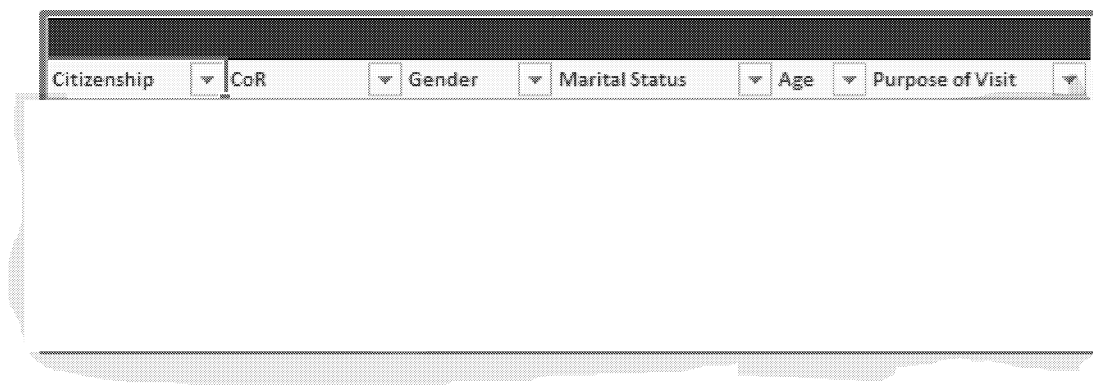
s.16(2)(c)

Reviewing Applications (continued)



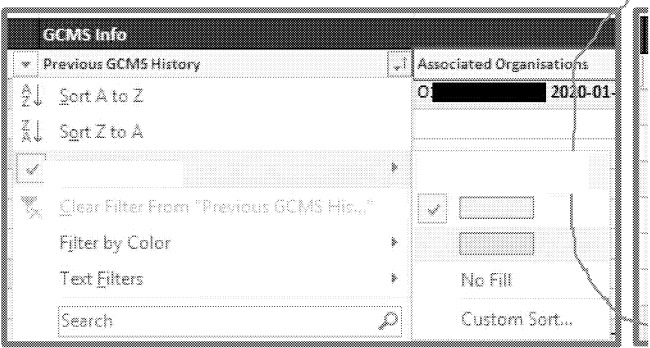
Sorting & Filtering

3. There are a number of ways use simple Excel functions to help organize the applications and the data in Module 3 using the Sort/Filter drop-down button on each column.



4. **Sorting:**
- *Sort A to Z or Sort Z to A:* These will sort the list of data in alphabetical order or reverse alphabetical order.
 -

Sorting & Filtering (continued)

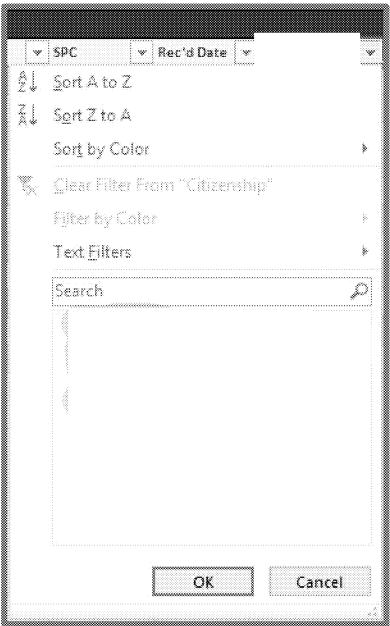


- Multilayered Sort:** To combine different elements, click the down arrow and select “Sort by Color” (even if there are no colors) and then click “Custom Sort”. This will provide options to run a multilayered sort first sorting by one column, and then another within that initial sort.

NOTE: Be careful when sorting and filtering that you don’t accidentally split groups (by applying filters that do not apply to all members of that group).

5. Filtering:

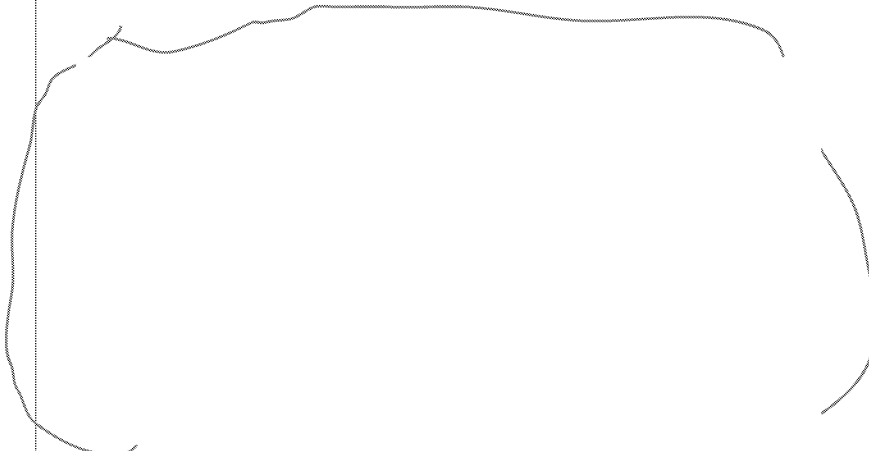
- Filter checkboxes:** Use the checkboxes to filter your list. For example for the Citizenship column, you can restrict view to only applications of the same country.



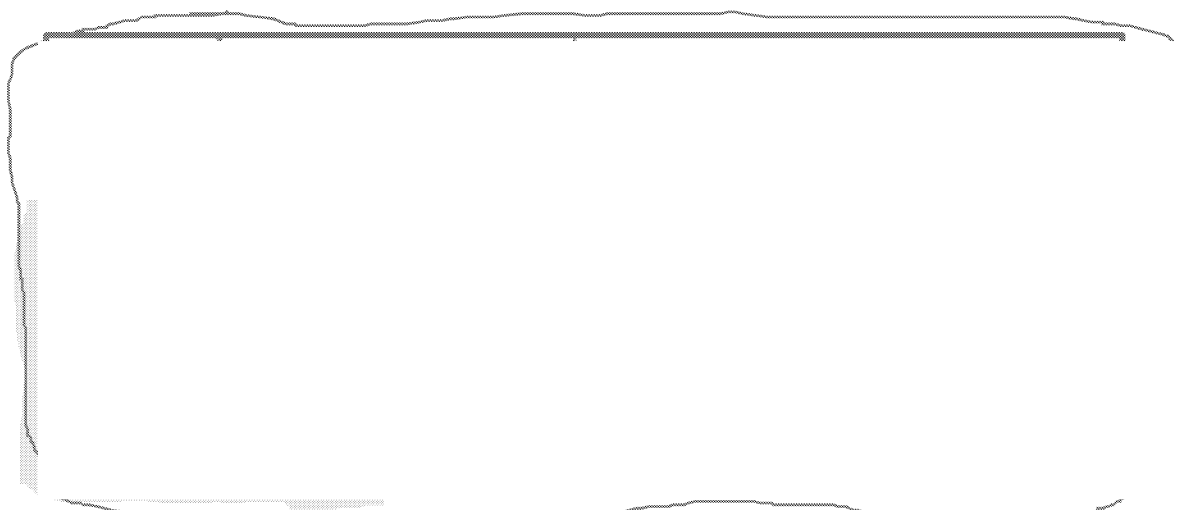
Finalizing Applications in Chinook

Using the Action Column

1. The Action column is where to indicate the intended action/decision to be taken for each application. Review the application and the information provided in Chinook. When you've determined what action is needed, click on **Action** column cell corresponding to the application.



2. **Hover over feature:** Hover over any cell in the Action column to quickly view the notes entered for an application.



3. **Working Note:** This field can be used as an electronic "post-it note" to mark any particular or special action required on an application. The working note DOES NOT get included as part of the note to be copied into the Notes tab. It is only for reference. For example, as you review the application and had concerns of the client's employment, you could enter a working note stating "review employment documents" as a reminder.
4. **To enter an action for a single application:** Highlight the Action cell corresponding to an application to launch the Action Window.
5. **To enter an action for a multiple applications:** In the Action column, highlight multiple cells for the corresponding applications to launch the Action Window then enter in the desired action and click Save Action & Notes.

Using the Action Column (continued)

Alternatively, enter the action on a single application, then click hold down the Action cell and drag across all the application for which you want the action to apply.

| Officer Section | | |
|-----------------|---------|----------|
| Application # | Group # | Action |
| S3 | 2-S | Approval |
| V3 | | |
| W3 | 2-S | |
| W3 | | |
| V3 | | |
| V3 | | |
| V3 | | |

| Officer Section | | |
|-----------------|---------|----------|
| Application # | Group # | Action |
| S3 | 2- | Approval |
| V3 | | Approval |
| W | 2- | Approval |
| W | | Approval |
| V3 | | Approval |
| V3 | | Approval |
| V3 | | Approval |

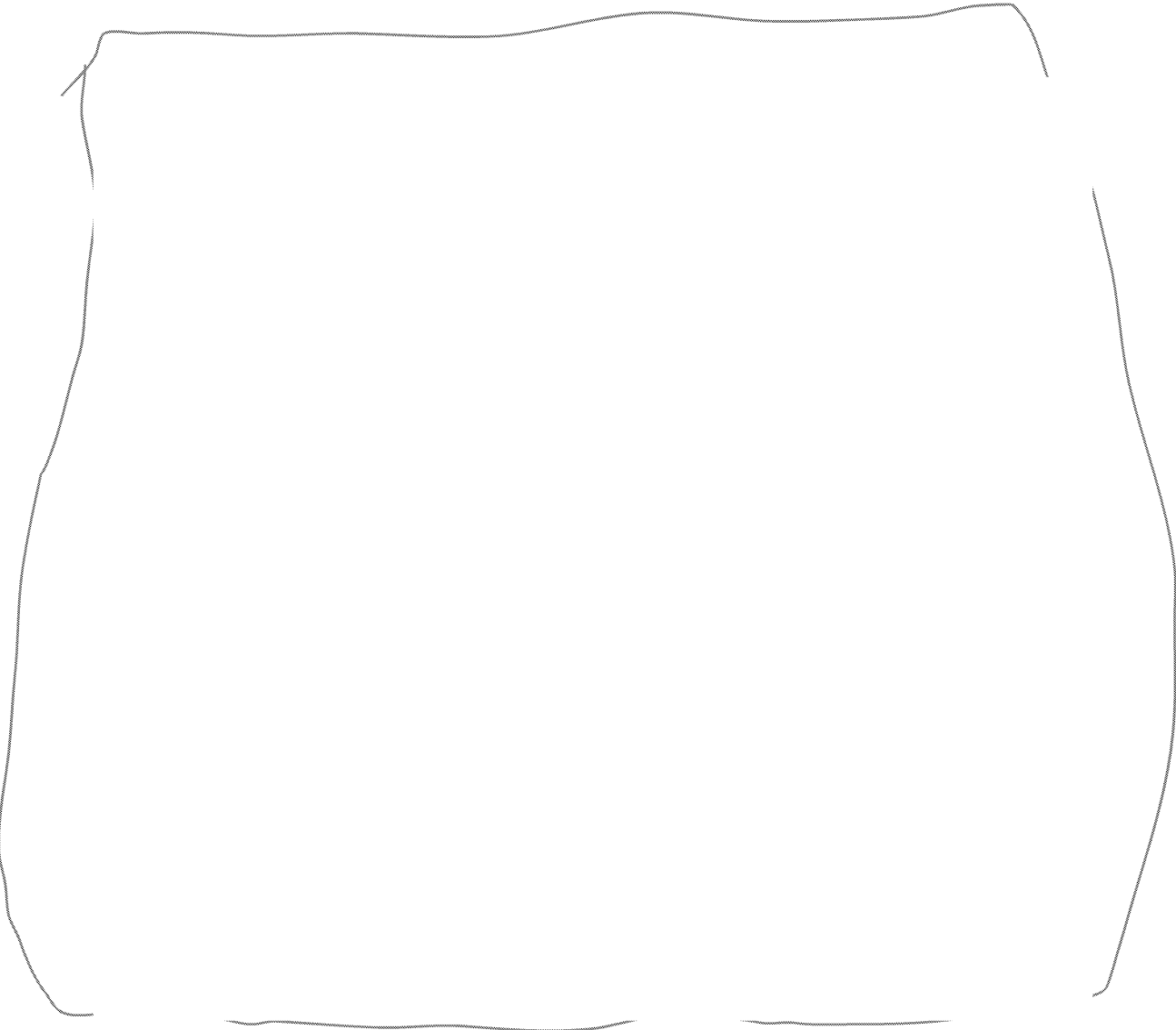
6. Approvals: You will be presented with the following Action Window.

- Click the **Approval** checkbox.
- Ensure the correct line of business is selected from the drop-down menu.
- Once your desired actions have been entered **click Save Action & Notes**

7. Refusals: You will be presented with the following Action Window.

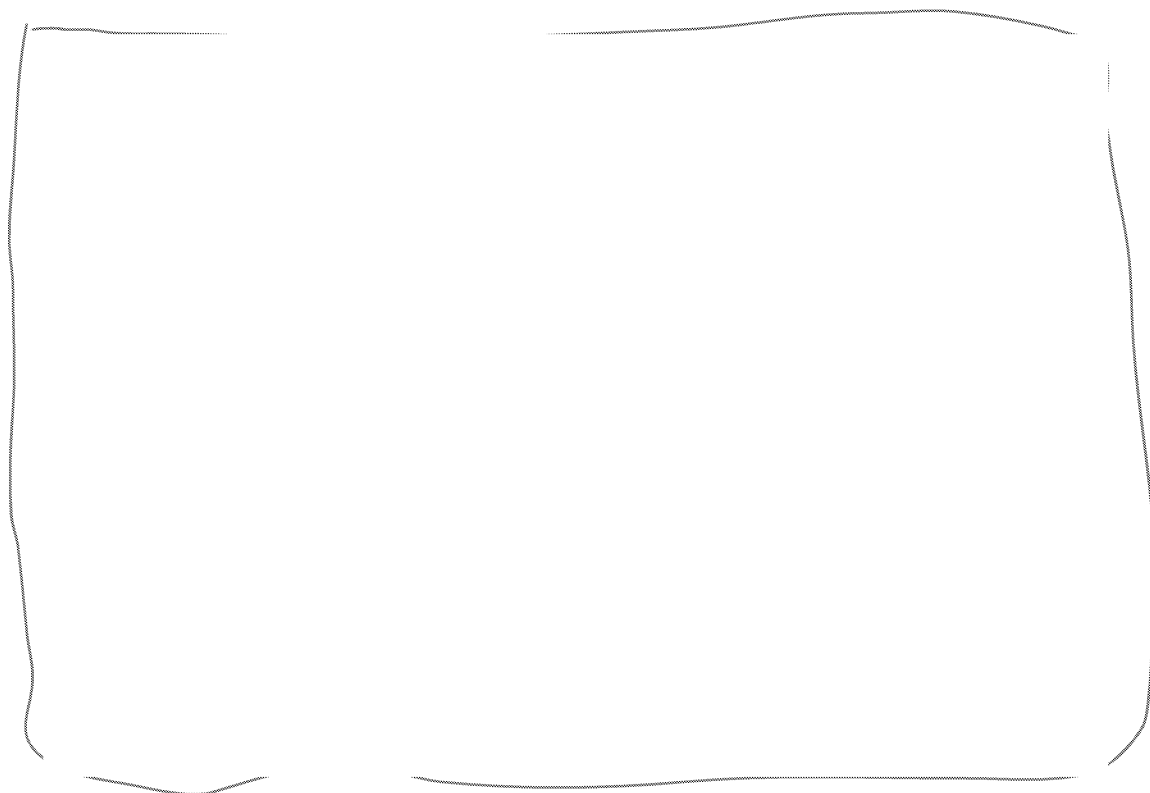
- Click the **Refusal** checkbox.
- Ensure the correct line of business is selected from the drop-down menu.
- **Edit Deactivated:** This button will activate the edit function for each refusal ground. Select it before you enter your refusal grounds, and it will allow you to edit each ground separately.
- **Refusal Reasons:** Check the boxes that correspond to your refusal grounds.
- **Refusal Note Generator:** For each refusal ground selected, a corresponding line will be added to the refusal note. For certain refusal grounds, multiple options will be available, and you will be prompted to amend the text to reflect your application.
- Once your desired actions have been entered **click Save Action & Notes**

Using the
Action
Column
(continued)



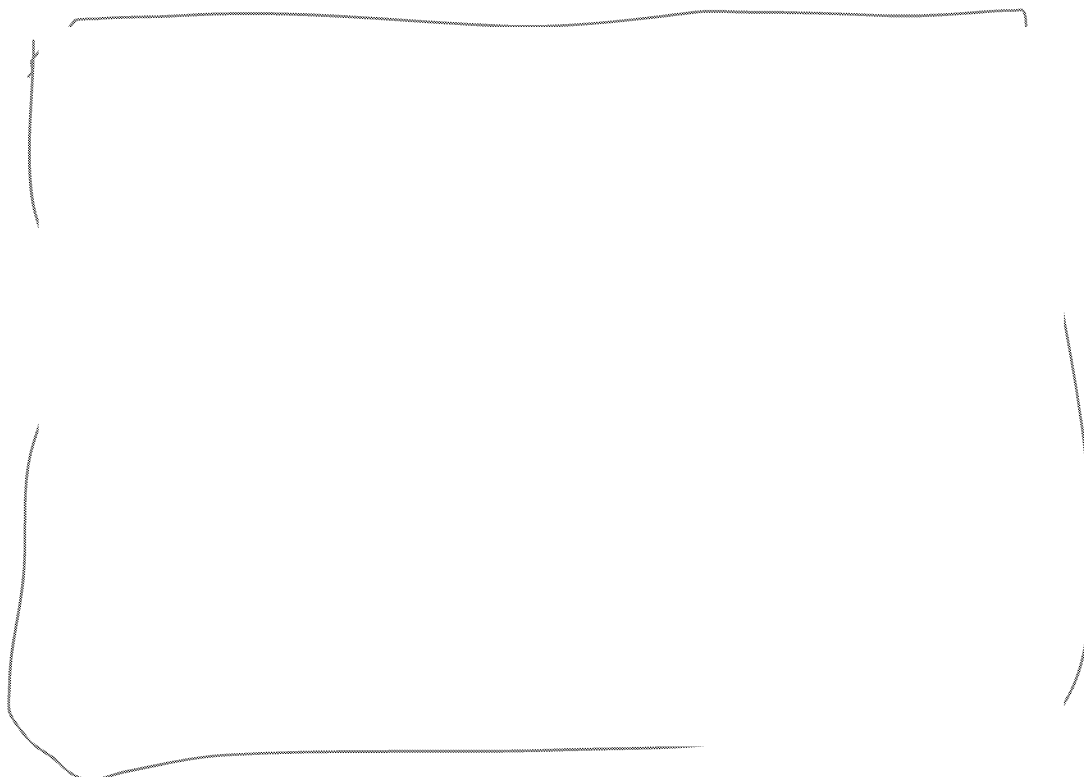
8. **Other:** You will be presented with the following Action Window.
- Click the *Other* checkbox.
 - Ensure the correct line of business is selected from the drop-down menu.
 - Once your desired actions have been entered *click Save Action & Notes*

Using the
Action
Column
(continued)



9. **Withdrawal:** You will be presented with the following Action Window.

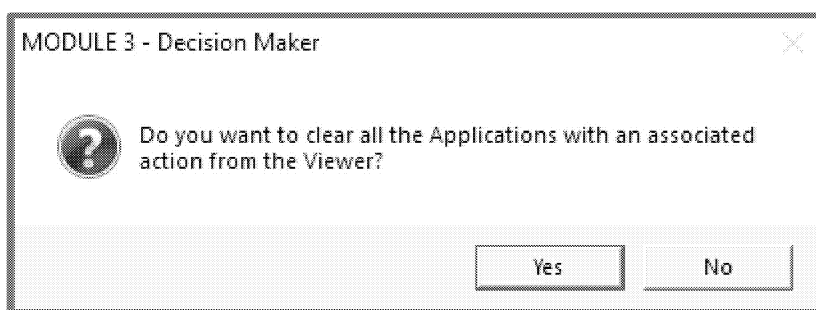
- Click the *Other* checkbox.
- Ensure the correct line of business is selected from the drop-down menu.
- Once your desired actions have been entered *click Save Action & Notes*



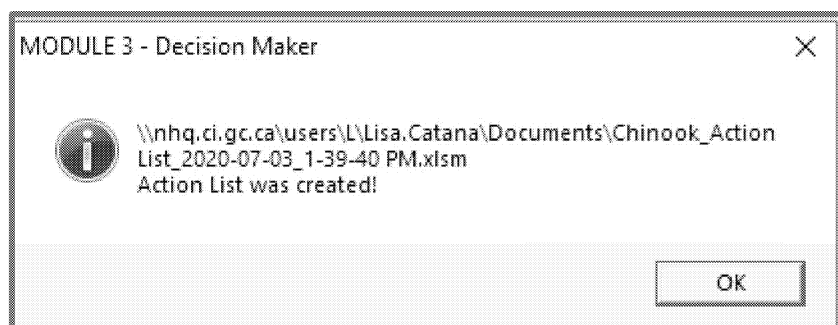
Creating Action Lists

Using the Action List Button

- After completing review of applications and entering intended actions – click the **Action List** button. This will compile a series of application lists and query strings to facilitate batch processing in GCMS. Any working notes that you have indicated will also be carried over to the lists. A separate list will be created for each Action as follows:
 - Approvals
 - Withdrawals
 - Other (one list for each group of applications with the same action)
 - Refusals (one list for each group of applications with the same refusal grounds)
 - No Action: list of files where no action was indicated
- After clicking the **Action list button**, a pop-up will appear to confirm if you would like to have the applications removed from the Decision Maker module.
 - Click **YES** to keep all applications listed in your Module 3 session
 - Click **NO** to remove the completed applications from your Module 3 session.



- Once you have clicked either **YES** or **NO**, the following pop-up will appear to inform you that the actions lists have been created. Click **OK**



- A new worksheet will automatically open for the action lists. Each tab of the worksheet will represent a different action:



s.16(2)(c)

s.19(1)

Using Action Lists with GCMS

Action List Overview

1.

Approval or Withdrawal Action Lists

2.

Search

IMM

Groups

IMM Activities

Correspondence

IMM

CIT

My Office Groups

Menu

Go

Cancel

| Group # | Name | Type |
|---------|------|------|
| | | |

IMM

CIT

My Office Groups

Menu

Query

| Group # | Type | Status | Name |
|---------|-------------|--------|--------------|
| | TR - Family | Closed | S [REDACTED] |
| | TR - Family | Closed | R [REDACTED] |
| | TR - Family | Closed | G [REDACTED] |

3.

Refusal
Action Lists

4.

5.

6.

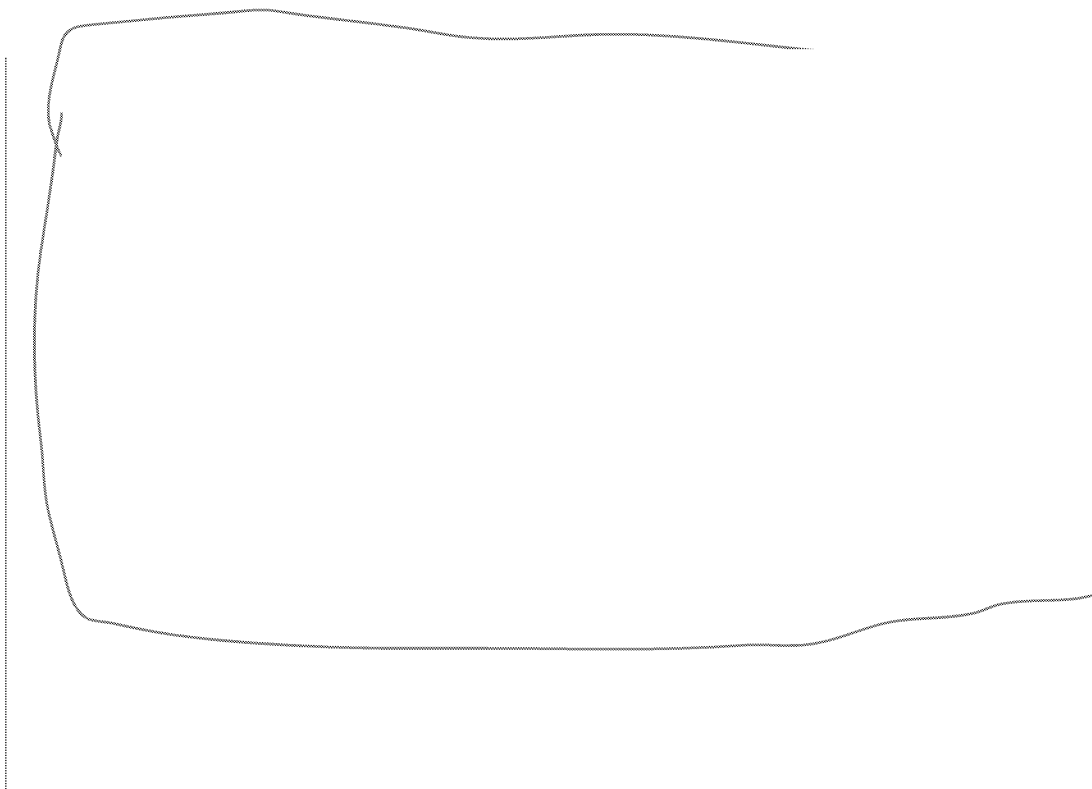
7.

Other
Action Lists

8.

s.19(1)

Other
Action Lists
(continued)

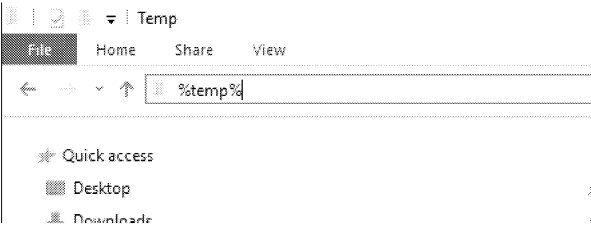


Autosave Feature

Retrieving Autosaved Action List

Chinook Module 3 generates and saves automatically an Action List every 15 minutes in the user’s temporary folder. This feature was developed to avoid losing all the work done in the event of an unexpected crash.

To retrieve the autosaved Action List, open your user temporary folder by typing %temp% in a “Windows Explorer” window and pressing “Enter”:



Then look for the file “Chinook_ActionList_AutoSave.xlsm” and open it.



Once the file is opened, you will see the actions that you had already entered in the “Action” column at the time the last autosave was done. You can then use the file lists to enter your decisions in GCMS and to keep working in Module 3.

Note that this file is replaced every time it is saved, every 15 minutes. That means that if you want to keep a copy of the files as they were after a crash, you will need to save it in another location.

s.16(2)(c)

Best Practices for Paper Applications

Processing
Paper
Applications
in Chinook

1.
- 2.
- 3.
- 4.
- 5.



USER GUIDE - Module 1

| CHINOOK | | |
|---------|---|---|
| 1 |  | File Management |
| 2 |  | Pre-Assessment |
| 3 |  | Decision Maker |
| 4 |  | Post-Decision |
| 5 |  | Indicator Management Submission Template |
| 6 |  | Quality Assurance |
| 7 |  | ToolBox |

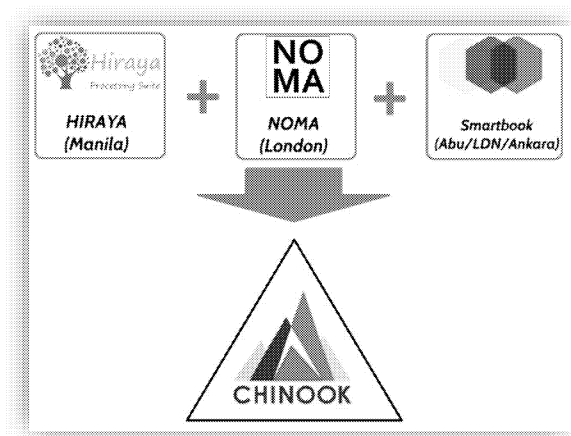
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| Overall goals | 3 |
| Chinook Success | 3 |
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| Launch & documentation..... | 4 |
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| Access request | 4 |
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INTRODUCTION

Chinook is a cross-network Temporary Resident (TR) processing suite developed by International Network (IN) – Centralized Network (CN) and Domestic Network (DN), with the support of IT Operations. This modern solution invoked several IRCC talents and stimulated the synergy of the group.

History

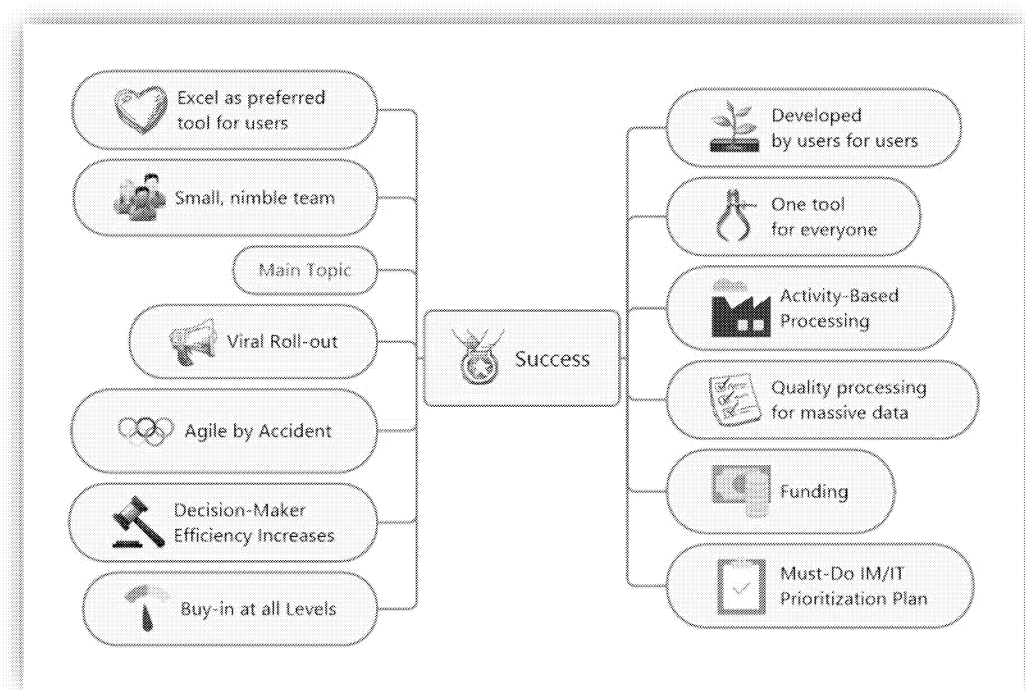


Overall goals

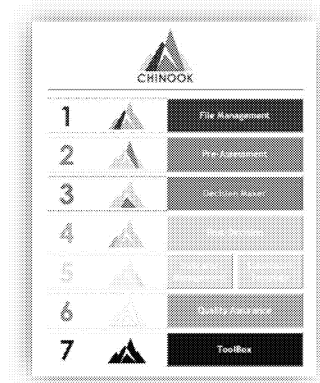
Apart from the time saving and the efficiency that Chinook provides, there are the 3 main objectives:

- Replacing various office-specific tools
- Standardizing work sharing procedures
- Streamlining process regardless of processing office

Chinook Success



Overview



Chinook suite consists of six (6) modules with an additional toolbox. It unifies TR Process for the Integrated Network (excluding extensions).

Launch & documentation

Requirements

CHINOOK requires IRCC Professional Laptop or Desktop, Windows & MS Excel up-to-date, your IRCC email and windows password and GCMS account.

Privacy statement

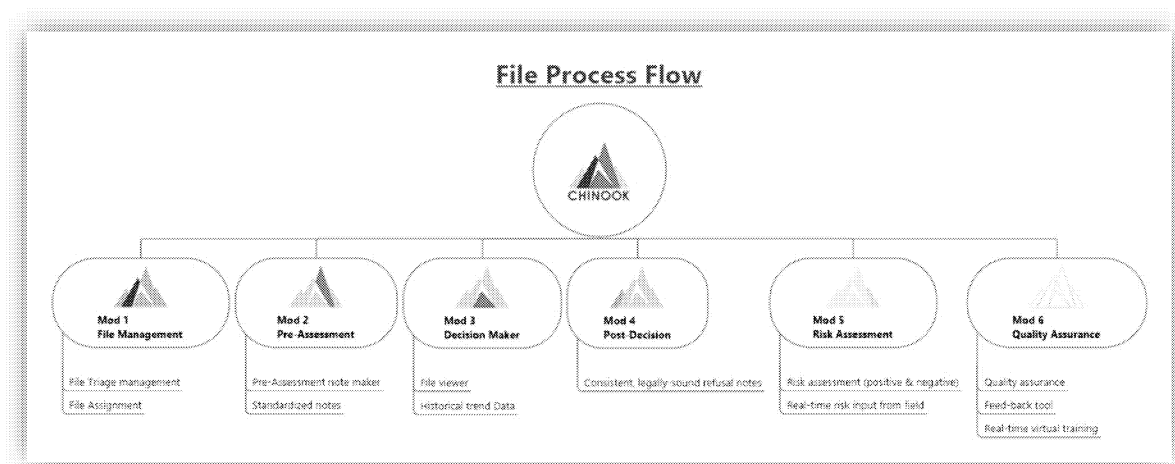
By using **Chinook**, the user recognizes having read IRCC rules of ethics and confidentiality in the training module: [Protecting and Giving Access to Information at CIC \(CC5540\)](#). If it is not done yet, we invite you to do it before using **Chinook**.

Access request

Chinook project is managed by the business coordinator (IN). For more information about ask your manager.

→ Any comments, suggestions, thoughts or compliments? Please contact: [IN Chinook / Chinook RI \(IRCC\)](#)








File process flow



MODULE 1 FILE MANAGEMENT

The MOD1 is based on 4 files and allows users to perform:

- File triage management
- File assignment

| | | | |
|---|------------------------|-----------------------------------|---|
|  | The tool itself | Chinook - FMS.xlsm |  AppWorkloadDB  Chinook - FMS  Chinook - Mod 1  Schema |
|  | The database | AppWorkloadDB.mdb | |
|  | Data Warehouse | Chinook - Mod 1.csv Schema.ini | |

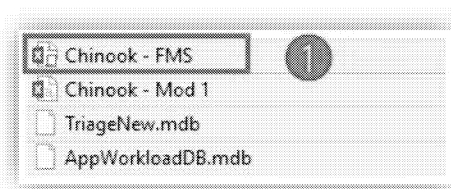
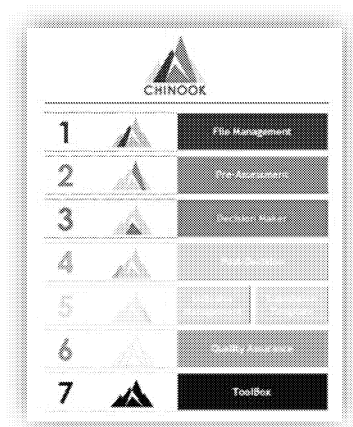
With Chinook, the Task Manager automatically loads all of the required information into a single Task Manager window. Where applications are ordered by the next task or activity required in the processing continuum for the officer review. Task manager benefits:

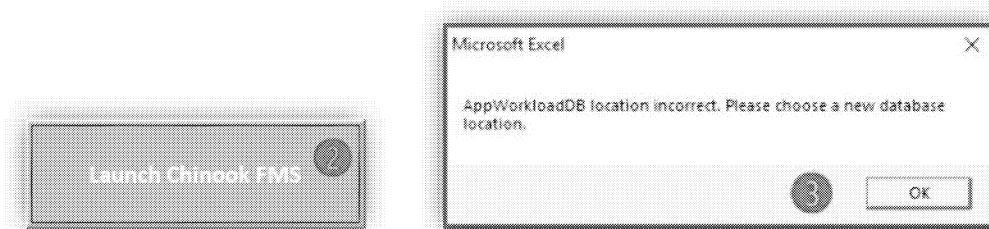
- Avoids manual queries in GCMS
- Provides an instant snapshot of office TR Caseload

Initial Setup

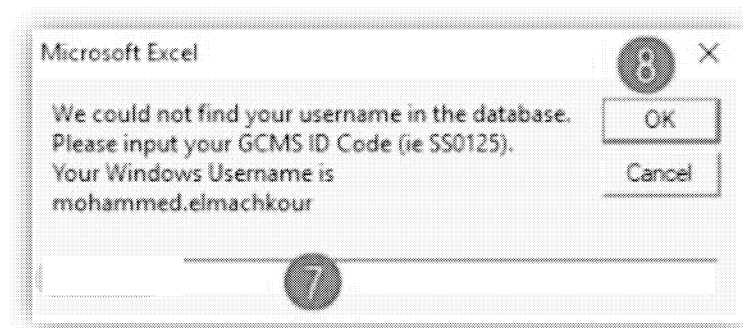
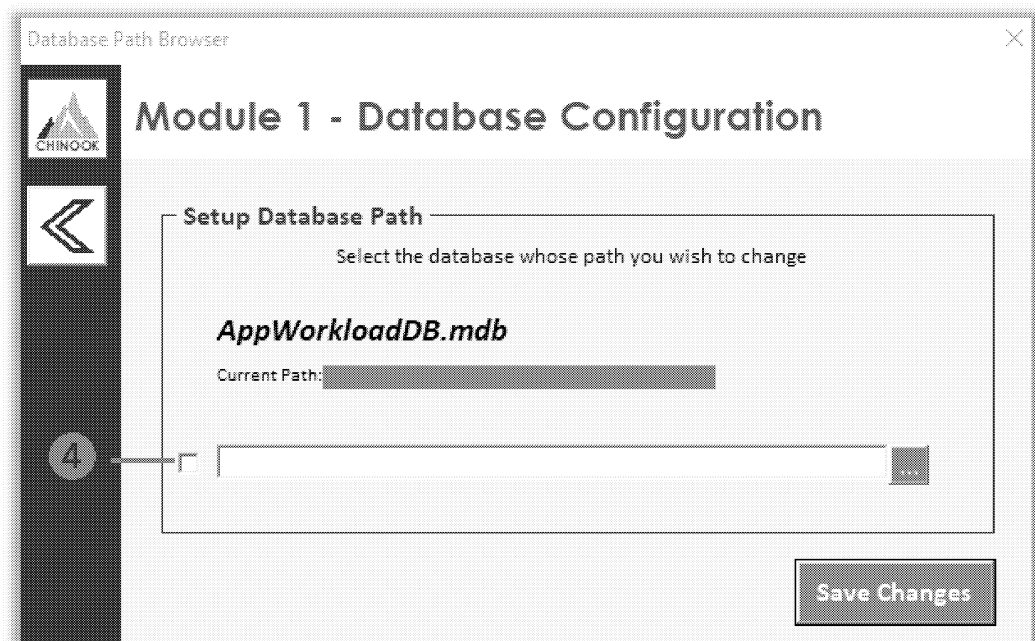
A pristine version of Module 1 that has not yet been configured will automatically make its first user into an Administrator. It is recommended that any new setup of the system is performed by one of the users who will have administrator privileges. Setup is performed by officers with administrator permissions.

Click on the **MOD1 File Management**, from Chinook main interface A macro-enabled Excel file opens: **1 Chinook – FMS.xlsm**. You are invited to click on the **2 Launch button**, then on **3 OK button**.





Check (4) the **box** and to lead Chinook to the new **database location** then save your changes.



On the first use, you need to (5) **Restart Chinook**. Click the (6) **Launch button**. You have to (7) **Enter** and (8) **Valid** your **GCMS ID**. If you do not have access to GCMS, ask your GCMS access coordinator.

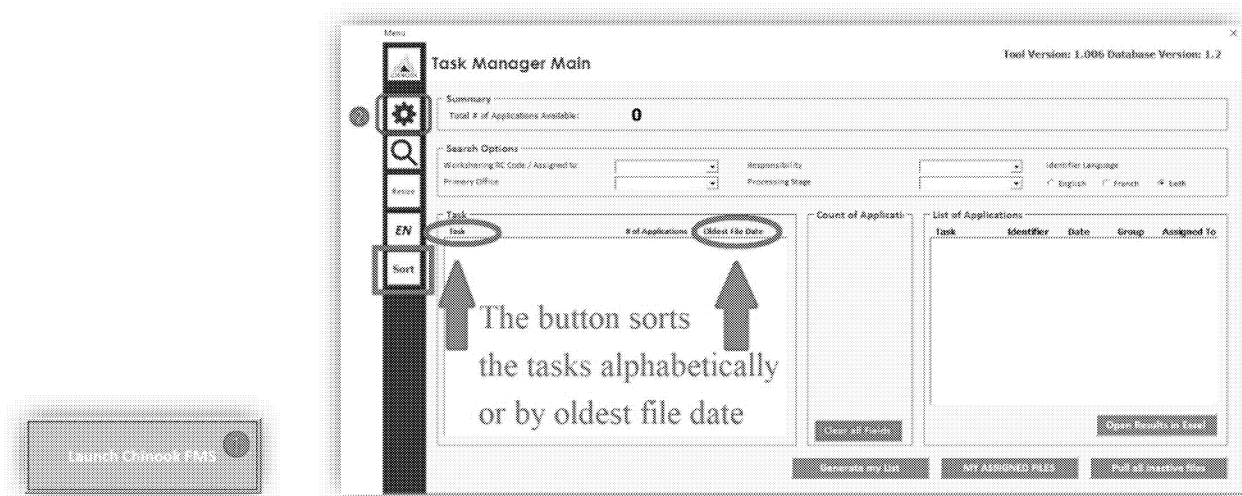
Setup & Administration

This customizing section contains 3 main tabs: **Data options**, **Admin options** and **Full File List**. In this module, we will focus only on Full File List options.

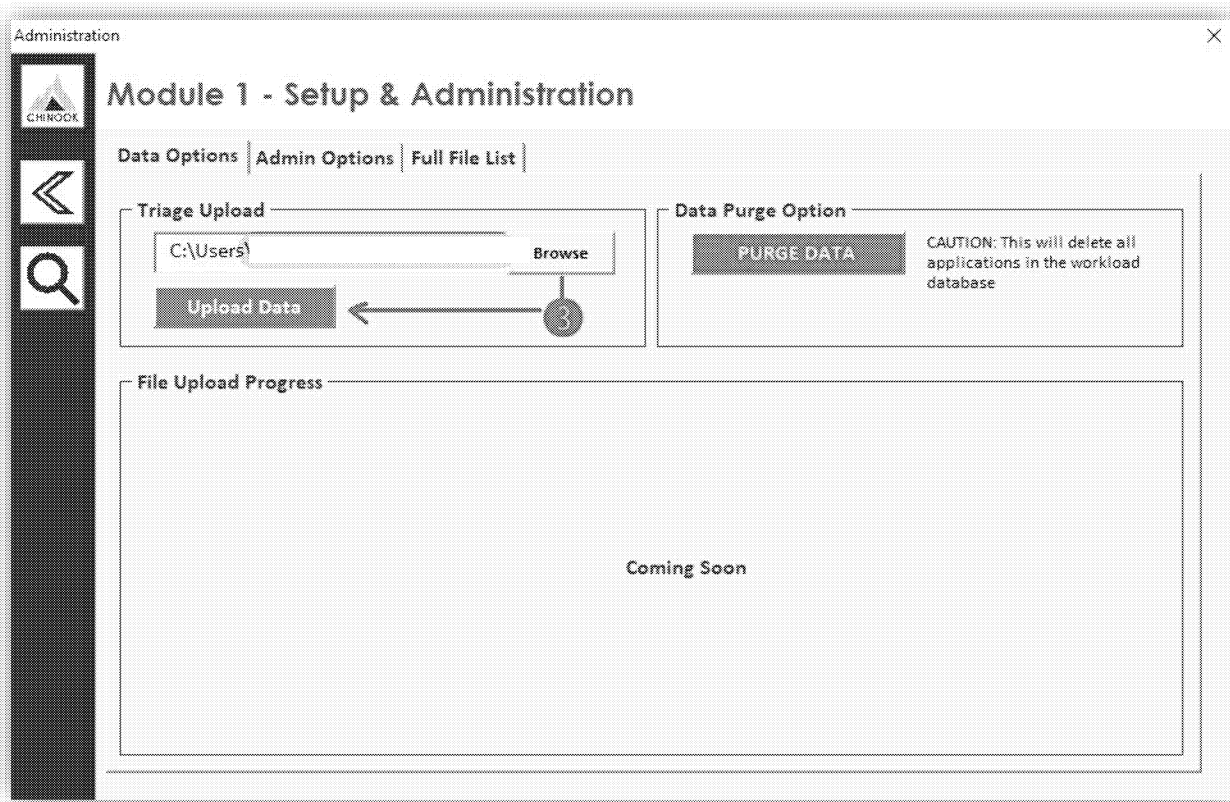
Data options

Data upload for offices of interests

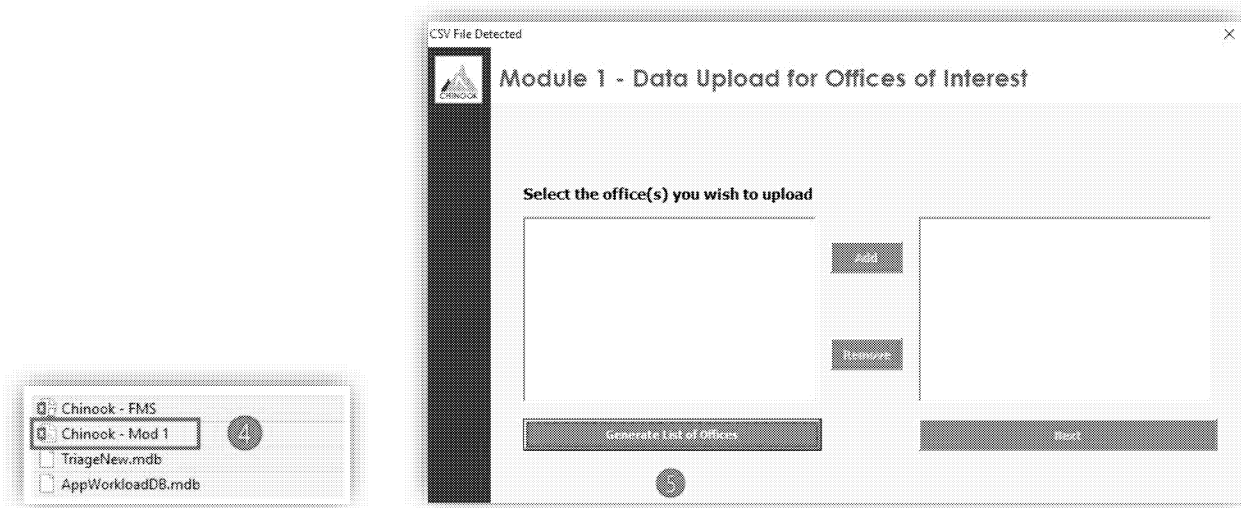
This part of the program is also managed by officers with administrator permissions. **The first step** consists on downloading the **Mod 1** data set from the **EDW folder** into the designated **Data folder** in the local drive. Here is the link to the [Chinook EDW folder](#).



1 Launch Chinook FMS button again then 2 Setup & Administration button to open and finish your setup & administration. 3 browse to your warehouse database then upload the file named: **Chinook - Mod 1.csv**



4 Upload Data and 5 Generate the list of offices.



6 The process takes a moment before the office lists are 7 populated.

CSV File Detected

Module 1 - Data Upload for Offices of Interest

Populating Office Lists... Please Wait 6

Select the office(s) you wish to upload

Add
Remove

Generate List of Offices
Next

CSV File Detected

Module 1 - Data Upload for Offices of Interest

Office Populated 7

Select the office(s) you wish to upload

8

- Abbotsford-Huntingdon Commercial OPS POE
- Abu Dhabi
- Accra
- Aldergrove
- Amman
- Amtrak - Vancouver
- Andover POE
- Ankara
- Armstrong POE
- Atlantic Regional Programs CBSA
- BILLY BISHOP TORONTO CITY CENTRE AIRPORT PI
- Bangalore

9

Add
Remove

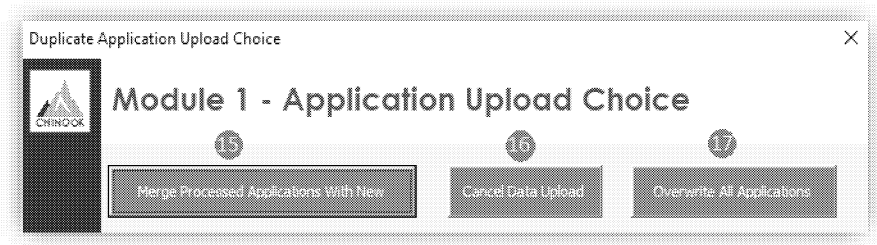
Generate List of Offices

10

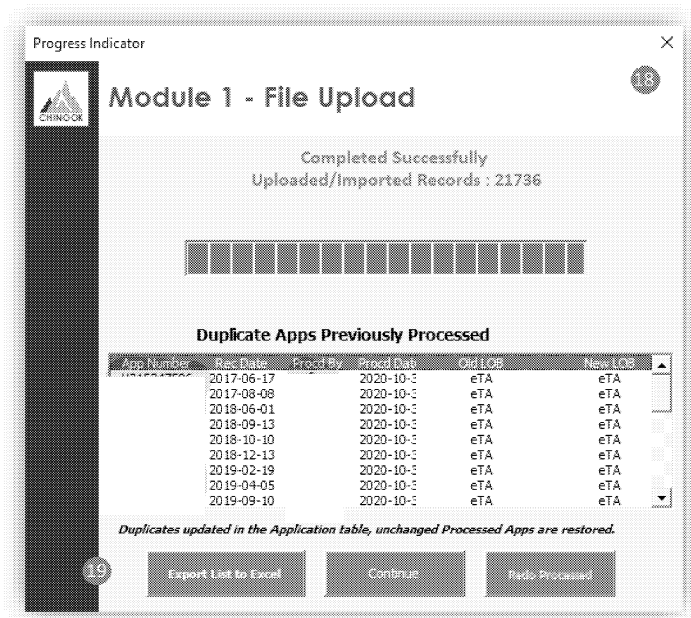
Accra
Ankara

Select 8 the offices you want to upload, click 9 the ADD button then click 10 the next button. The office selection will be saved and appear each time you upload the data in Module 1.

Before the upload is complete, you have the option to: **15 Merge** new and processed files with applications that are duplicates and have not changed their state in GCMS so that applications pulled previously but not processed will not appear as available in Module 1; **16 Cancel** the upload; and **17 Overwrite** as normal if duplicates are encountered so that applications pulled previously but not processed will appear as available in Module 1.



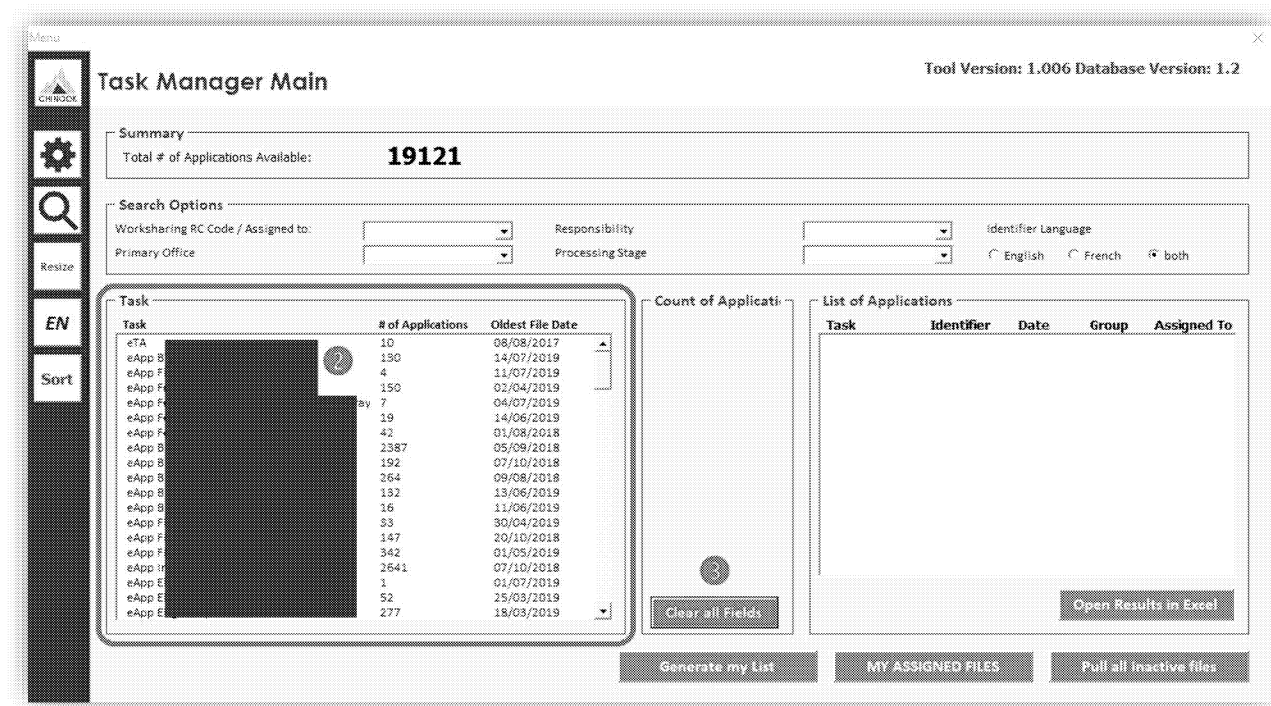
Close the dialogue box when the upload is **18 finished** or **19 Export** the list to Excel.



File assignment to GCMS ID



In this section you will be able to assign applications to your GCMS ID. **1 Launch Chinook FMS** button again. The **2 Task list** will show up. You can **3 clear all fields** or **4 Workshare** with a **5 primary office**.



Precise **6 Responsibility**, **7 Processing stage** and the **8 Identifier language**.

Task Manager Main Tool Version: 1.006 Database Version: 1.2

Summary
 Total # of Applications Available: **16**

Search Options

Worksharing RC Code / Assigned to: Responsibility:
 Primary Office: Processing Stage: Decision Maker: Identifier Language: English ☐ French ☐ both

Task

| Task | # of Applications | Oldest File Date |
|------------------------|-------------------|------------------|
| eApp Verification | 4 | 16/10/2018 |
| eApp Verification | 2 | 16/11/2017 |
| eApp Misrepresentation | 10 | 23/12/2018 |

Count of Applications
 eApp Misrepresentation: 10

List of Applications

| Task | Identifier | Date | Group | Assigned To |
|------|------------|------|-------|-------------|
|------|------------|------|-------|-------------|

Buttons: Clear all Fields, Open Results in Excel, Generate my List, MY ASSIGNED FILES, Pull all inactive files

- 9 Select your tasks and the 10 Number of applications you want to assign to your GCMS ID.
- 11 Generate your list. When a 12 List of application tasks appears, 13 open the results in Excel.

*** NOTES ***

- ☞ If you return back to the 9 Task, you will find that the 10 Assigned applications have been deducted from the global list on the shelf meaning that other officers cannot tap into your list.
- ☞ The activity "eApps No Match" contains the files without group or some other missing information.
- ☞ You can perform a 9 Multiple task selection to grab files from different eApps.

Task Manager Main Tool Version: 1.006 Database Version: 1.2

Summary
 Total # of Applications Available: **19121**

Search Options

Worksharing RC Code / Assigned to: Responsibility:
 Primary Office: Processing Stage: Decision Maker: Identifier Language: English ☐ French ☐ both

Task

| Task | # of Applications | Oldest File Date |
|---------|-------------------|------------------|
| eTA | 10 | 08/08/2017 |
| eApp B | 130 | 14/07/2019 |
| eApp F | 4 | 11/07/2019 |
| eApp Fe | 150 | 02/04/2019 |
| eApp Fe | 7 | 04/07/2019 |
| eApp Fe | 19 | 14/06/2019 |
| eApp Fe | 42 | 01/08/2018 |
| eApp B | 2587 | 05/09/2018 |
| eApp B | 192 | 07/10/2018 |
| eApp B | 264 | 09/08/2018 |
| eApp B | 132 | 13/06/2019 |
| eApp B | 16 | 11/06/2019 |
| eApp F | 33 | 30/04/2019 |
| eApp F | 147 | 20/10/2018 |
| eApp F | 342 | 01/05/2019 |
| eApp in | 1641 | 07/10/2018 |
| eApp E | 1 | 01/07/2019 |
| eApp E | 92 | 25/03/2019 |
| eApp E | 277 | 18/03/2019 |

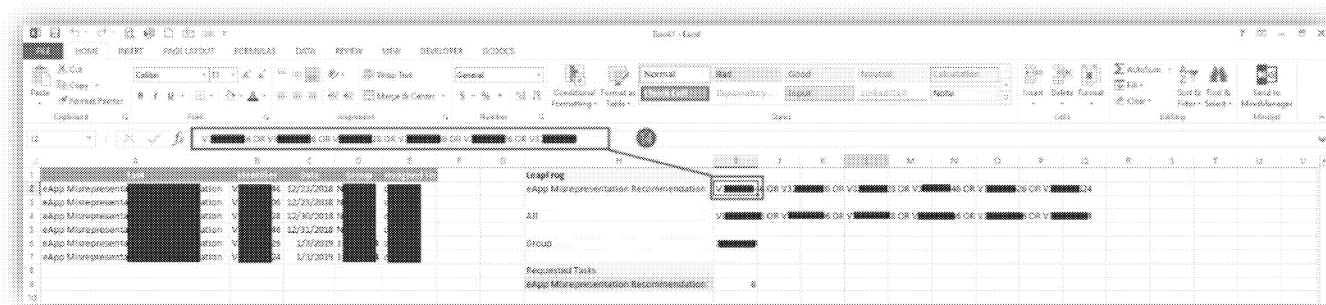
Count of Applications

List of Applications

| Task | Identifier | Date | Group | Assigned To |
|-------------------|------------|------------|-------|-------------|
| eApp Misrepresent | | 23/12/2018 | | |
| eApp Misrepresent | | 23/12/2018 | | |
| eApp Misrepresent | | 30/11/2018 | | |
| eApp Misrepresent | | 31/12/2018 | | |
| eApp Misrepresent | | 09/01/2019 | | |
| eApp Misrepresent | | 09/01/2019 | | |

Buttons: Clear all Fields, Open Results in Excel, Generate my List, MY ASSIGNED FILES, Pull all inactive files

In the Excel file, you can copy-paste the 14 e-App Misrepresentation code in GCMS to finish the work.



Chinook strings the files for you and you do not have to use any tool to make a query string for applications or groups to perform your queries.

*** IMPORTANT ***

Chinook use the **FIFO** (First-In-First-Out) method to select the applications when you assign them to yourself. The tool assigns the oldest applications first (oldest received data) and if there is an application in a group, the other members of the group will be assigned to your GCMS ID as well (they have to be processed together in other Mods)

NEW FEATURES

Module 1 now includes two new filters for Country of Residence (CoR) or Citizenship.

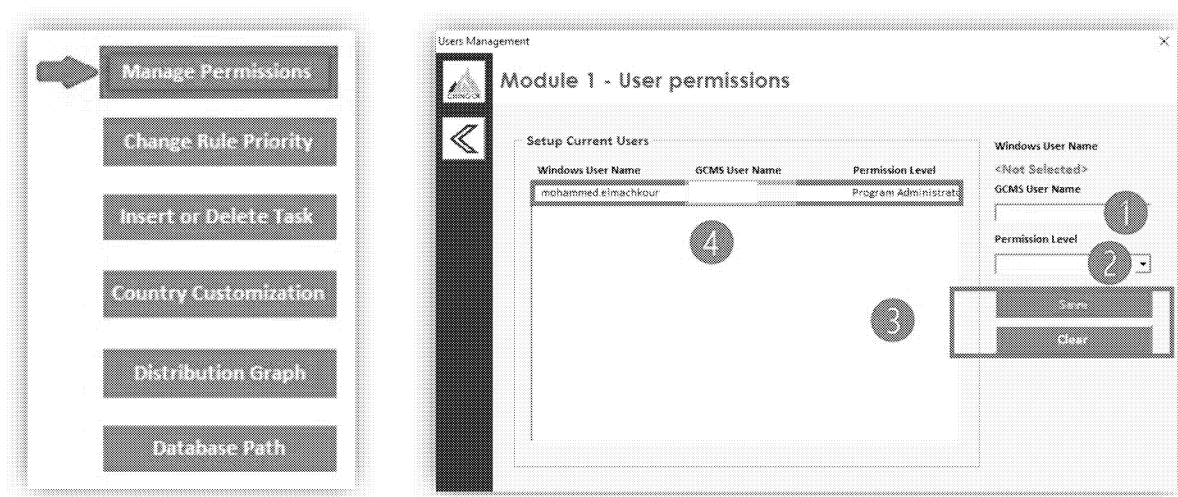
| Filtering Options | |
|-------------------|-------------------------------------|
| Worksharing RC | <input type="text"/> |
| Primary Office | <input type="text"/> |
| Responsibility | <input type="text"/> |
| Processing Stage | <input type="text"/> |
| CoR | <input type="text" value="Filter"/> |
| Citizenship | <input type="text" value="Filter"/> |

After selecting **Filter**, you will be able to apply the country filter individually to the activities by clicking on the country name and choosing **Select**.

| | |
|------------------------------|--|
| Afghanistan | <input type="button" value="Select"/> <input type="button" value="Reset"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> |
| Armenia | |
| Azerbaijan | |
| Bosnia and Herzegovina | |
| Canada | |
| Congo, Democratic Republic | |
| Cyprus | |
| Djibouti, Republic of | |
| Egypt | |
| El Salvador | |
| Ethiopia | |
| Georgia | |
| Germany, Federal Republic of | |
| India | |
| Iran | |
| Iraq | |
| Ireland, Republic of | |
| Israel | |
| Italy | |
| Jamaica | |

Admin Options

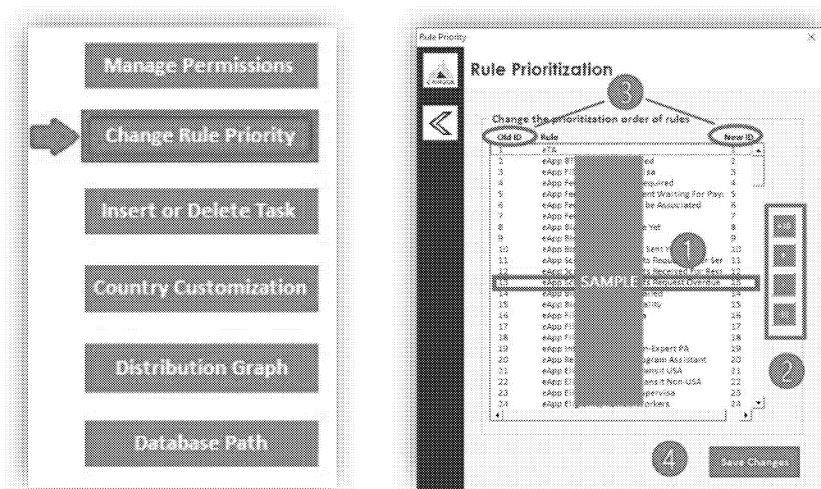
Manage permissions



This section is managed by the local administrator to customize user's profile.

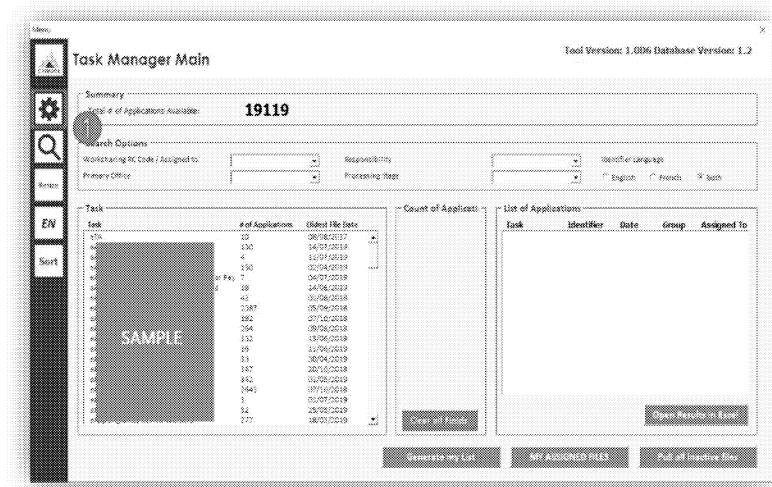
Put the **1 GCMS user name**, the **2 Permission level**, then **3 Save** or **4 Cancel** your settings. Anytime, you can check the **5 Current user's setup**.

Change Rule priority

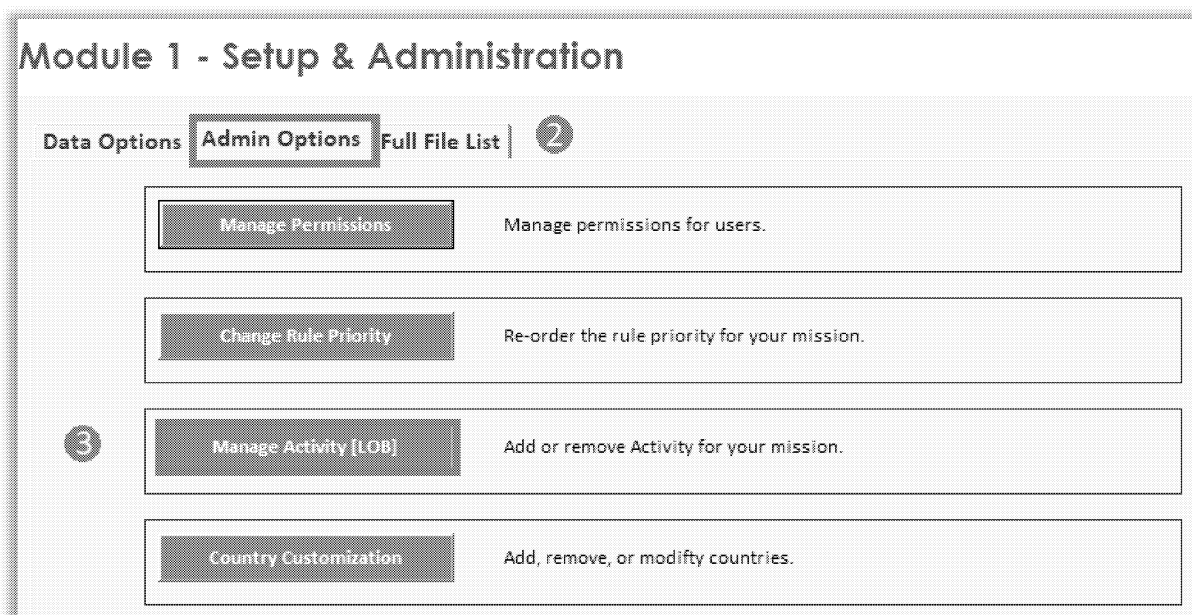


Select the **1 Rule** you want to prioritize, Jump by one or by 10 using the **2 Rank organizer** buttons. Check your **3 Rule prioritization** before you **4 Save changes**.

Insert, Disable or Enable an Activity



To create, disable or enable activities, click on the **1 Setup & Administration** button, select **2 Admin Options** then click on the **3 Manage Activity [LOB]**.



To insert a new activity, navigate to the **4 Manage Activity tab** and enter the (a) **Responsibility**, (b) **Processing Stage**, (c) **Activity Name**, and (d) and (e) **Activity Description**. (Note: the Activity Description entered will not affect the activity function and can be the same as the Activity Name. Confirm your action by clicking **5 Insert New Activity** button.

Module 1 - Task Editor

Manage Activity
Set Activity Rule
4

| Row N... | Id | AppLobName | AppLOBDescEn | AppLOBDescFr |
|-----------------------------|-----|------------|--------------|--------------|
| <input type="checkbox"/> 1 | 226 | | | |
| <input type="checkbox"/> 2 | 227 | | | |
| <input type="checkbox"/> 3 | 228 | | | |
| <input type="checkbox"/> 4 | 211 | | | |
| <input type="checkbox"/> 5 | 212 | | | |
| <input type="checkbox"/> 6 | 213 | | | |
| <input type="checkbox"/> 7 | 65 | | | |
| <input type="checkbox"/> 8 | 66 | | | |
| <input type="checkbox"/> 9 | 67 | | | |
| <input type="checkbox"/> 10 | 326 | | | |
| <input type="checkbox"/> 11 | 151 | | | |

(a) Responsibility

(b) Processing Stage

(c) Activity Name

(d) Activity Description

(e) Activity Description

5
Insert New Activity
Delete
Close

After you insert the new activity, you may receive the following Alert. Select **Ignore** and proceed.

Alert
✕

Please check all words spelling starting from ****eApp****
 If you need to define a Word, Please put the Word as follows
 [YourWord] under square bracket.

Abort
Retry
Ignore

To disable or enable an activity, navigate to the **6 Set Activity Rule tab**. You can then **7 Disable** or **8 Enable** activities. Click **9 Reset Form** if you want to enable all the activities in the right panel.

Module 1 - Task Editor

Manage Activity **Set Activity Rule** 6

Disable Task

eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp

Disable Selected

7

Enable Task

eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp
eApp

Enable Selected

8

9 **Reset Form**

Country customization

To **customize a country** in the list, click on the ① **Country**, modify ② **GCMS country code** or the name then ③ **Save** or **Clear** to return back to the whole list.

Manage Permissions

Change Rule Priority

Insert or Delete Task

➔ **Country Customization**

Distribution Graph

Database Path

Module 1 - Country Customization

Current Countries

| Code | Country Name - English | Country Name - French |
|------|------------------------------|--------------------------------|
| 0 | Unknown | Inconnus |
| 1 | United Kingdom And Colonies | Royaume Uni et Colonies |
| 2 | England | Angleterre |
| 3 | British Citizen | Citoyen Britanniques |
| 4 | British Overseas Citizen | Citoyens Britain, à l'étranger |
| 5 | British Dependent Ter. Cit | Citoyens- Dépendances Brit |
| 6 | Northern Ireland | Irlande du Nord |
| 7 | Scotland | Ecosse |
| 8 | Wales | Galles, Pays De |
| 9 | Channel Islands | Anglo-Normandes, Îles |
| 10 | British National Overseas | Résoortissants Brit-étranger |
| 11 | Austria | Autriche |
| 12 | Belgium | Belgique |
| 13 | Luxembourg | Luembourg |
| 14 | Czechoslovakia | Tchécoslovaquie |
| 15 | Czech Republic | Tchéque, République |
| 16 | Slovak Republic | Slovaque, République |
| 17 | Denmark | Danemark |
| 18 | Estonia | Estonie |
| 19 | Latvia | Lettonie |
| 20 | Lithuania | Lituanie |
| 21 | Finland | Finlande |
| 22 | France | France |
| 24 | Germany, Federal Republic Of | Allemagne, Rép. Fédérale D' |
| 25 | Greece | Grèce |
| 26 | Hungary | Hongrie |
| 27 | Ireland, Republic Of | Irlande, République d' |
| 28 | Italy | Italie |

①

GCMS Country Code

19

Country Name - English

Latvia

Country Name - French

Lettonie

②

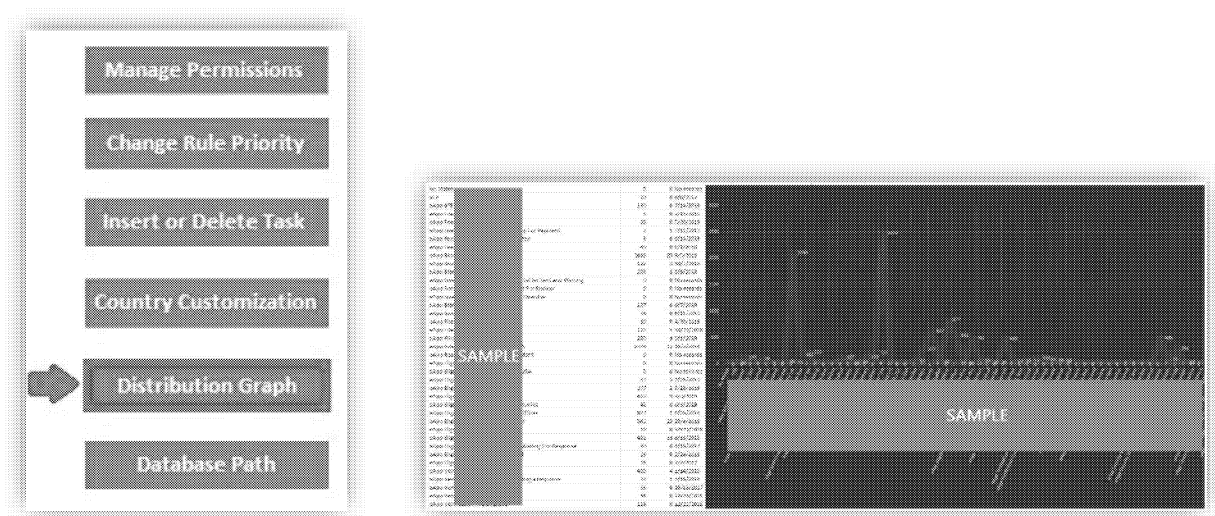
③

Save

Clear

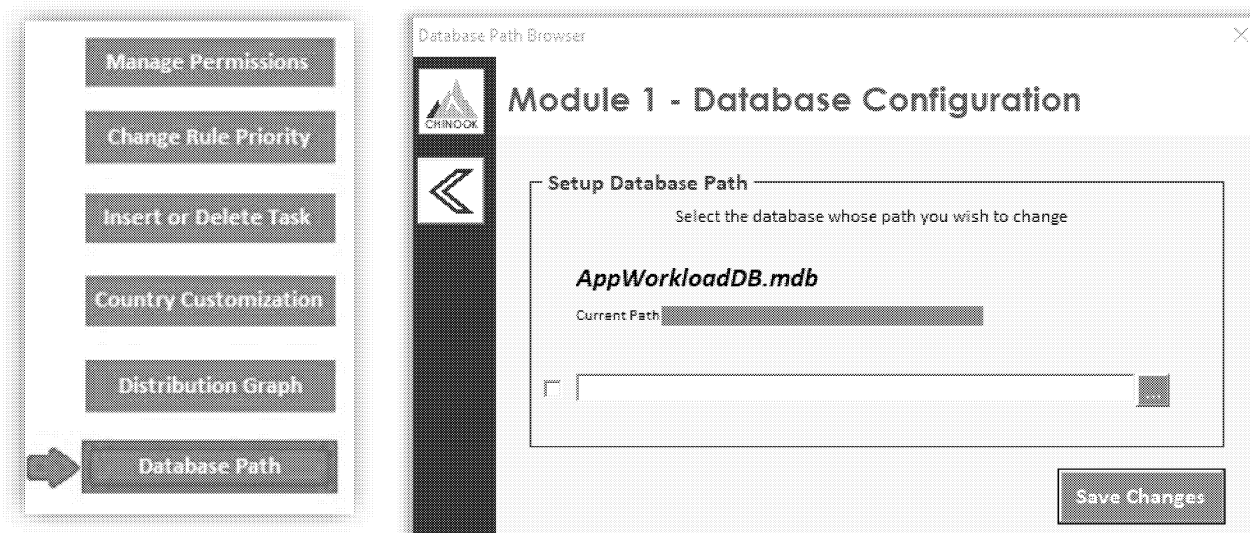
Distribution graph

In this section you can visualize the chart related to your results.



Database path

Lead Chinook to your database and save your changes. For more details, how to perform this setup, visit the section named [Initial setup](#).



Full File List

Edit Activities & Modify Rules

To edit activities and/or modify rules, Click on the **1 Setup & Administration** button, select **2 Full File List** tab then **double click** on the **3 Task** to edit.

Criteria's can be **4 Unassigned** or **5 Assigned** to the rule using the Middle Arrows. You can also **6 Create a new criteria** or **7 Edit/Modify** an existing one. Once completed Click **8 SAVE** Button to save changes and close the window.

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Rule Management

Module 1 - Rule Modification

eApp Biometrics Overdue

Criteria

| ID | Criteria Assigned to rule | Country List |
|----|---------------------------|--------------|
| 10 | Eligibility Is Null | Null |
| 19 | Channel is Open | Null |
| 45 | File | Null |
| 47 | Biometrics | Null |
| 48 | Biometrics | Null |
| 60 | Out | Null |
| 61 | Out | Null |

Unassigned Criteria

| ID | Unassigned Criteria | Country List |
|----|-------------------------------------|--------------|
| 1 | Special | Null |
| 4 | Categ | Null |
| 5 | Fees S | Null |
| 7 | Eligib | Null |
| 8 | Eligib | Null |
| 9 | Eligib | Null |
| 12 | Security Subactivity Is Not Started | Null |
| 13 | Security | Null |
| 14 | Security | Null |
| 15 | Security | Null |
| 16 | Security | Null |
| 17 | Security | Null |
| 18 | Security | Null |
| 21 | Crimin | Null |
| 22 | Crimin | Null |
| 23 | Crimin | Null |
| 24 | Crimin | Null |

8 **Save**

Create / Edit criteria

To **6** Create a new criteria, enter the (a) New criteria name, a list of (b) Similar criteria appears. Click on (c) ADD button to prepare the (d) List of new criteria's to be (e) Saved.

To **7** Edit/Modify an existing criteria, lookup for (a) Key word, select your (b) criteria to (c) Rename it or (d) Edit the country list. Verify your (e) pending changes before you (f) Save or Cancel.

Add Criteria

Create Criteria **6**

New Criteria Name (a)

List of Similar Existing Criteria (b)

Add (c)

Criteria to Add After Saving (d)

Save New Criteria (e)

Criteria Management

Module 1 - Criteria Customization **7**

Current Criteria (a)

(b)

Rename (c)

Pending Changes (d)

Old Name (e) New Name (if applicable)

Cancel **Save** (f)

Transitioning to Module 1

Module 1 is an inventory management tool for file triage and activity assignment. It replaces the need for various office-specific tools and GCMS queries. Module 1 automatically triages open applications according to the activity that needs to be completed next, and allows users to work on applications generated from a list of activity lines.

Module 1 streamlines the TR process regardless of processing office and allows for standardized work sharing procedures across the network. For Module 1 to correctly triage files into the required activity lines, officers must follow the standard operating procedures.

Transitioning to Module 1 and adjusting office file management procedures may take up-front resources but will deliver on efficiencies and time savings. Offices are encouraged to go through the standard operating procedures laid out in the activity dictionary to understand how each Module 1 activity should be handled in GCMS.

Helpful points to remember:

- Each activity line in Module 1 corresponds to a specific file state and action required in GCMS. Files move from one activity line to another after the required action is completed in GCMS and the file is ready for the subsequent action.
- Module 1 does not use paper file locations, organizations, temporary processing groups or GCMS user IDs for file management. Users should refrain from using these other methods to track files in GCMS, and GCMS assigned to fields must be cleared before setting up Module 1.
- Key file stages and their corresponding eligibility statuses are below. If your office does not follow these statuses, it is recommended that you choose a day to switch over your entire TR inventory accordingly.
- Key activities and their corresponding actions in GCMS for handling correspondence
-

such as by creating or grouping pre-assessment or officer review lines by purpose of visit. However, offices should not deviate from the standard operating procedures and corresponding file states.

| Stage | Eligibility Status | Activity |
|----------------|-----------------------------------|--|
| Initial Stage | Null | File preparation activities are underway (e.g., fees, biometrics) |
| Pre-Assessment | Review Required/Recommend Passed | A program assistant has pre-assessed the file and it is now ready for officer review |
| Officer Review | Passed/Failed/Recommend Interview | An officer has reviewed the file and made a decision or requested additional items (e.g, documents, verifications) |
| Post-Decision | Passed/Failed | An officer made a decision on the file and it is now ready for finalization (e.g., passport request, visa printing). |

Specific procedures

Generalities

If you are currently using paper file locations or Organizations to manage your TR inventory, Chinook Taskmaster doesn't care. Those fields are not included in the module. However, Chinook Taskmaster has two rules which may conflict with your current inventory management system:

- ☞ **Applications in permanent groups are kept together**
- ☞ **Applications that have a value in the Assigned To field can only be pulled by that person**

Make sure that the **Assigned To field** is used sparingly; it should only be used when one specific person should perform the next task. It should not be used for routine file distribution or other tracking purposes.

- ☞ Ensure that GCMS IDs are removed from the field when you are finished with the task.

Close also **Temporary Processing groups** when you are done with them. There is an activity line in Module 1, **Temporary Groups Open Ready for Review**, to assist with inventory cleanup.

You are encouraged to perform a cleanup of **Assigned To** and obsolete **temporary groups** before using Chinook Taskmaster. If you don't, you may see unexpected results.

Chinook Taskmaster includes a **No Match** activity. Applications in this list do not match any activity, and are therefore off the rails or exceptional. A best practice is to include a quality control in your process, to review applications into the **No Match** activity, and provide feedback on correct file management.

Work-Sharing Procedures

You may be sharing or helping with some part of a **TR caseload** with another office. In this arrangement, the **Primary Office** remains that of the office primarily responsible for the caseload. Shared applications are processed by users **in the other office** with a GCMS role in the Primary Office. These SOPs do not apply to applications that are transferred to another office.

Work-sharing offices should ensure that they are using centralized data pulls for their own office and their workshare offices. The other office should be a secondary office on the applications. If not, you will need to perform a workaround (see below).

If you are working on caseloads for multiple primary offices, you can load the daily data for those offices and then use the Primary Office filter to select different workshare offices in the Taskmaster.

Secondary Office workaround

Use these workarounds if the other office is not a secondary office.

1. If you have a role in the secondary office, you can transfer the applications to the secondary office and then using your secondary office role, transfer them back to the primary office. This will set the other office as secondary on the applications.
2. Alternatively, do not set the other office as a secondary office; instead, you will assign the applications to individual users in the other office.

Primary Office

Pull applications in **Taskmaster** for the activity that you wish to share with the work-sharing office.

If the other office **is a secondary office**:

1. Query for the applications in GCMS under IMM > TR
2. Use Change Records to set the "Assigned To" to the **RC code** of the other office (e.g. _____)

If the other office **is not a secondary office**:

1. Query for the applications in GCMS under IMM>TR
2. Use Change Records to set the "Assigned To" to the **GCMS User ID** of the intended user

Other Office

Use the Work-sharing **RC Code/ Assigned to toggle** to find applications assigned to your **office** or **User ID**.

Appendix 1: Module 1 Correspondence Handling

| What's missing | Item | Conditions | Eligibility status when Outgoing Correspondence sent: | Eligibility status when Item Requested provided: | Incoming Correspondence Requested Item status when provided: |
|--|--|----------------------|---|--|--|
| Pre-eligibility | | | | | |
| Fees | Outgoing Correspondence Request Letter, Requested Item Payment Receipt | Fees are Outstanding | Null | Null or Review Required if file check done | Change to Received |
| Screening documents | Outgoing Correspondence Request Letter, Requested Item varies | | Null | Null or Review Required if file check done | Change to Received |
| Any other documents except CAQ or Parental Consent | Outgoing Correspondence Request Letter, Requested Item varies | none | Recommend Interview | Null or Review Required if file check done | Change to Received |
| CAQ or Parental Consent | Outgoing Correspondence Request Letter, Requested Item is any of 'CAQ', 'Parent Consent Letter', 'Custodianship Decl. IMM5646', 'Parent Authorization to Travel' | none | Review Required | Do not change, and do not assign | Change to Received |
| Eligibility | | | | | |
| Any documents except CAQ or Parental Consent | Outgoing Correspondence Request Letter, Requested Item varies | none | Recommend Interview | Recommend Interview and assign to requester | Keep at Provided |
| Post-Eligibility | | | | | |
| CAQ or Parental Consent | Outgoing Correspondence Request Letter, Requested Item is any of 'CAQ', 'Parent Consent | none | Passed | Passed | Change to Received |

Letter',
'Custodianship
Decl. IMM5646',
'Parent
Authorization to
Travel'

| Medical | | | | | |
|------------------------------------|---|----------------------|-----|--------------------------------|---------------------|
| Procedural Fairness Response | Outgoing Correspondence Item Procedural Fairness Letter, Requested Item varies | Medical is Failed | Any | Any and assign to requester | Keep at Provided |

| What's needed | Verification activity status is set to: | Eligibility status is set to: | Misrep status is set to: | Corresponding Module 1 Activity Line |
|---------------|---|-------------------------------|--------------------------|--------------------------------------|
|---------------|---|-------------------------------|--------------------------|--------------------------------------|

Hickey.Donna

From: IN Chinook / Chinook RI (IRCC)
Sent: July 3, 2020 2:26 PM
To: IN Chinook / Chinook RI (IRCC); Catana.Lisa;
Kedney-Bolduc.Lydia;
Oickle.Natasha;
@international.gc.ca';
@international.gc.ca';
'Christian.Raymond@international.gc.ca';
Clack.Trevor; Daponte.Andie; I
Manhas.Davinder;
Mpaka.Manzi-Serge; Pearson.Ryan;
@international.gc.ca';
Alexis Fernandez';
'Alissar.Ribahi@international.gc.ca';
Amirault.Chantal;
@international.gc.ca';
@international.gc.ca'; Brisebois.Eve;
@international.gc.ca';
@international.gc.ca';
'Christian.Raymond@international.gc.ca';
Daoud.Yomna;
@international.gc.ca';
@international.gc.ca'; Gullins.Sarah;
@international.gc.ca';
@international.gc.ca';
Landry.Tyler;
Lee.Joseph;
Mea.Andjou-William;
@international.gc.ca';
Montgomery.Karyne; Morin Lacelle.Jean Simon;
Parkinson.Joshua; I
@international.gc.ca'; 'Prosper
Kuwonu'; @international.gc.ca';
@international.gc.ca';

To: [redacted]@international.gc.ca';

Cc: [redacted]@international.gc.ca';
 [redacted]@international.gc.ca';

Subject: Amended - HEADS UP - Minor release of Chinook Module 3 - 06-JUL-2020

Attachments: Setting up a Chinook Testing Lab
 Folder_Nov2019.docx;
 Card_DevelopmentNotes.docx; Chinook Module 1 Activity Dictionary - Global Rule Set - 23.06.20.xlsx

Hello Chinook Experts:

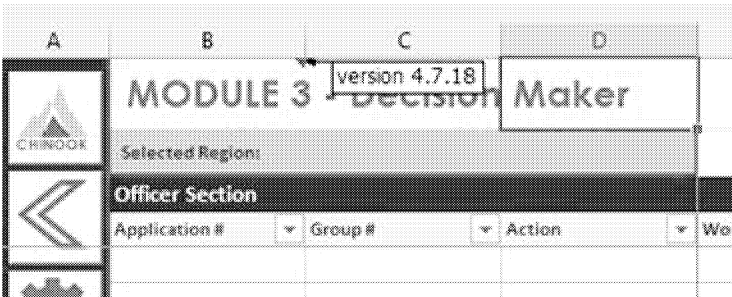
We are ready to release our second to last release on **Monday, July 6th, 2020** with some changes to Modules 3+4 as well as an updated Module 1 with updated [redacted]. The change to the data pulls from EDW will be reflected in the Monday evening extracts between 18:30 and 19:00 (EDT).

We have a webinar training plan from mid-July to early September set now and you should be receiving invitations to those sessions next week. The webinars will be recorded for those unable to make the webinars.

For those offices using Module 1, if you require some assistance with the [redacted] or [redacted] [redacted] you may have [redacted] please email [redacted] and the IN Chinook mailbox assistance.

We are ready for a minor release of Chinook Module 3 that will resolve several issues raised by offices globally. This version has been tested in various offices and is an improvement over current versions.

The version you **MUST** update to is **4.7.19**. You must replace the older versions currently installed at your missions (4.7.16). A reminder that you can verify the version number by hovering over cell B1.



We have also provided a reference document for creating a Chinook testing folder. Depending on the size of the IRCC office and other factors, the Chinook Area Expert may want to test the updated version of Module 3 with a limited number of users/workstations. This will allow the expert to confirm that the tool is [redacted]. Once the expert is satisfied with stability, the tool update can then be rolled out to more users. See the attached document for more details.

Main updates:

- A new disclaimer has been added when Chinook Module 3 launches.

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s.17

- The Mod 3 [redacted] has been removed. We realize this may be a disappointment to some of you. On the plus side, this means Mod 3 should load quicker.
- We've amended some of the language in the [redacted] and some options will now [redacted]. This requirement was added after collaboration with Litigation Management Division.
- Note: A minor update was made in version 4.7.17 which added [redacted]. Module 3 pulls the most recently updated [redacted] entered into GCMS [redacted] and analyzes it against the [redacted] of each applicant. The [redacted] D information is then displayed in the [redacted]. For more details, please see the attached development notes.
- [redacted] a [redacted] [redacted] which will have to be [redacted] by the user. This will have to be [redacted] by the user until the [redacted] and [redacted] button is fully operational. Testing will continue once MIs are lifted on TRVs.

FILES TO DOWNLOAD:

1) Updated Module 3 (version 4.7.19)

There are versions compiled for each version of MSOffice as follows:

- MSOffice 2013 – Chinook - Module 3- Viewer - O13 Build.xlsb
- MSOffice 2016 – Chinook - Module 3- Viewer - O16 Build.xlsb

Note: In order to ensure all users in your office can access Module 3, please download all build files. Once these are properly installed, the updated [redacted] page will automatically select the correct build of Module 3 depending on the workstation's installed Windows/Office versions.

Download location for Module 3 (all builds)

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249816138&objAction=browse&viewType=1>

2) Updated [redacted] (version 1.2)

You must replace the older [redacted] version currently installed at your mission. With [redacted] version 1.2, you can now verify the version number by hovering over cell B1.

Download location for [redacted] (version 1.2):

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249891031&objAction=download&viewType=1>

3) Updated Schema.ini

The updated Schema.ini MUST be place in the data folder (same location as Mod3.xlsb):

Download location for Schema.ini:

<http://gcdocs2.ci.gc.ca/otcs/cs.exe?func=ll&objId=249808563&objAction=browse&viewType=1>

4) Daily Data Downloads

A reminder that the zip folder that your office downloads daily will contains 4 files.

1. [NAME OF REGION] – Mod 3-Cols.csv
2. [NAME OF REGION] – Mod 3-Hist.csv
3. Mod 3.xlsb
4. Mod 5.xlsb
5. **Optionally:** Get the [redacted] file as well as your regional Module 3 data files from the [redacted]
6. **Optionally:** Place the [redacted] in the same folder as the Module 3 Data (this needs to be done every time the Module 3 data is updated as it only contains the info for the current clients from the Module 3 data set).

Download location for regular Mod 3 – Daily Data Downloads via Chinook Network Drive:

file://njes1s6857/EDW_CHINOOK/

Folder Structure:

Reminder of what your folders will look like:

Your data folder should contain the [redacted]

FINAL IMPORTANT INSTRUCTIONS:

Once you have downloaded the new Module 3 (4.7.19) builds and replaced the old version(s), the initial user MUST open Module 3, [redacted] set the [redacted] and then close [redacted]. Furthermore, the initial user MUST do this step for each of the different builds corresponding to the MSOffice versions used in your IRCC workplace from a workstation which has that build of MSOffice installed.

Eg. Office has users on both MSOffice 2016 and MSOffice 2013. Therefore, after downloading the files into the appropriate file locations, the initial user would open [redacted] on a [redacted] workstation running MSOffice 2013 and set [redacted] and [redacted] before clicking [redacted]. Next, the initial

user would open [redacted] on a workstation running MSOffice 2016
and set t [redacted] before clicking.

Users should always access [redacted] as it verifies and ensures that
the correct read-only version of the tool is opened based on the installed version of Office. Furthermore, in order to
avoid instability with the Chinook processing suite, users should turn off [redacted] whenever possible. For more
information on [redacted] see the Microsoft article [redacted]



Please forward this message to anyone in your region who is using Module 3 and provide them with assistance as necessary.

For error reporting, please be sure to paste the Error Reporting Template below into an email and send to IRCC.INChinook-ChinookRI.IRCC@cic.gc.ca.



Chinook Error Reporting

| | |
|---|--|
| User Name | |
| IRCC Office Location | |
| Which Chinook module? | |
| Which version of the Chinook module? | |
| Which Chinook modules were running at the same time? | |
| Brief description of event. (what user was doing when issue occurred) | |
| Screenshots (if possible) | |
| Which version of Windows? | |
| Which version of Office? | |
| Other details? | |

Thanks and Happy Chinooking,

IN Chinook